



Centre Canadien d'Architecture / Canadian Centre for Architecture

JOB OFFER

Job identification

Job title :	Coordinator, Events
Division :	Communications
Supervisor :	Associate Director, Communications
Status :	Contractual, full time (35h/week)
Duration:	3 years
Posting period :	12 December 2018 to 6 January 2019
Job entry :	January 2019

Job Summary

The responsibilities of this job include coordinating and carrying out CCA events, including those involving donors, partners and rental clients, in collaboration with other members of the Communications division and other respective divisions. The incumbent supervises staff assigned to carrying out and managing events, monitors schedules and budgets. He/she supports the division in coordinating CCA's communications initiatives as well as outreach activities to engage local audiences, and ensures that events reflect the CCA's vision and character.

Key responsibilities

CCA events

- Advises Communications division and other divisions as required, on appropriate strategies for organizing CCA events in a manner consistent with the institution's image
- Runs project management for events, ensures follow-ups, and prepares status and deadline reports
- Organizes and leads event meetings and manages deadlines and budgets
- Assists in establishing partnerships and sponsorships for CCA events
- Participates in developing and implementing communications and social media strategies to engage different local audiences
- Participates in selecting event designers and guides them in developing event themes and concepts
- Seeks out vendors, obtains quotes, negotiates prices and finalizes agreements
- Manages permit requests, accounting and agreements with service providers and external collaborators
- Attends events as a contact person in order to ensure a smooth execution, including accommodating last minute requests and solving unanticipated issues
- Supervises volunteers and staff assigned to various events
- Supervises event documentation (statistics, photo and or video documentation)
- Oversees maintaining and updating the contact database related to events in CCA's Customer Relations Management system

Management of partner and third-party events held in CCA spaces

- Contributes to the development and the implementation of the CCA's strategy for events
- Maintains updated details and terms of use for the spaces available for external events at the CCA
- Coordinates events related to partnerships or other collaboration agreements
- Responds to information requests from clients, donors and sponsors interested in using the CCA's spaces, and prepares any resulting rental agreements
- Advises users on event organization
- Attends events as a contact person in order to ensure a smooth running and that they comply with the agreement between the CCA and the user

Required qualifications

- Education: Bachelor's degree in a relevant field
- Number of years of relevant work experience: 3 to 5 years
- Ability to work a flexible schedule, including evenings and weekends
- Excellent knowledge of spoken and written French and English
- Strong ability to communicate effectively with all types of collaborators
- Advanced knowledge of project management methodology



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- Excellent deadline and budget management and coordination skills
- Experience in managing major events
- Experience in managing events in the cultural field an asset
- Knowledge of VIP protocols and working with special guests

Please submit your application (CV and letter of application) by email (rh@cca.qc.ca) before 7 January 2019 to the attention of Human Resources, Canadian Centre for Architecture, 1920 Baile Street, Montreal (Quebec) H3H 2S6. Only successful applicants will be contacted. Please do not call. The CCA is an equal opportunity employer.

For all CCA existing job opportunities, visit our [website](#).