

JOB POSTING

Events and Conference Manager

About Us

Founded in January 2021, TouchPoint AMC Inc. is a boutique Association Management Company that prides itself on creating opportunities for our clients. Bigger providers are not always better. We succeed when our clients do, and we do so by focusing on customer service, listening to the needs of our associations, and partnering with Boards and volunteers to work towards a common goal of moving organizations forward. We elevate the work of our client associations by focusing on our four pillar philosophies: Service, Innovation, Respect and Engagement.

With a modern office in North York, accessible by public transit and the main highway 401+404 arteries, we are a full-service Association and Management company that is looking for team members who share our philosophies and goals. Our collaborative approach to working with our clients is the same approach we have with our team.

About the Role

You will serve as an Events and Conference Manager for one or more TouchPoint clients. In this role, you will manage the live and virtual events of an association and will report to an Internal Executive Director or Director of Operations. This multi-faceted, yet targeted role could include the following job functions (or manage team members whose tasks include):

- *Event Logistics*
 - Displaying a clear understanding of organizational goals and mission
 - Liaise with all vendors and suppliers, including hotels, A/V, speakers, décor, transportation, and graphic design, amongst others
 - Negotiate and manage supplier contracts
 - Provide on-site event management and manage staff-assigned roles
 - Develop and monitor critical path for all events
 - Participate in regular event team meetings, and complete assigned tasks
 - Distribute regular registration statistics
- *Committee Management*
 - Attend event committee meetings as required
 - Coordinate all meeting logistics, including date selection and administration, agenda distribution, collection of all meeting materials, taking and distributing minutes of all meetings in a timely manner
 - Liaise with team, including staff or volunteer to ensure cohesion of assigned roles

- *Exhibitor and Sponsorship Management*
 - Develop sponsorship and exhibitor prospectus to address the goals of the events
 - Cultivate sponsor program management by developing strong relationships with key industry partners to increase sponsorship revenues
 - Manage floorplan, including exhibitor allocation, both pre-event and onsite
 - Liaise with all event suppliers and exhibitors to produce, distribute, and manage Exhibitor Handbook and Sponsor Deadlines
- *Speaker Management*
 - Work with committee on speaker selection and abstract management
 - Review contracts and negotiate fees once selected
 - Ongoing Speaker liaison to finalize details of presentation and travel
 - Review all speaker expenses and submit for reimbursement
- *Webinar Management*
 - Production and execution of digital events through client platforms or work with outside vendors on production, depending on client preference
 - Act as host or moderator as needed
- *Financial Management*
 - Develop and manage ongoing event budgets
 - Reconcile registration, exhibitor and sponsorship sales with database and collect payments on regular basis, including follow up
 - Provide regular budget updates to committee and staff
 - Review all invoices to ensure accuracy and submit for payment
- *Communications and Marketing:*
 - Execute regular website updates to keep event content current
 - Implement a social media strategy according to goals of committee
 - Work with graphic design team to develop artwork for all events to capture and market theme of event

About You

You enjoy a challenge and like to try new things. The status quo is not always good enough, and you like to play a role in helping organizations achieve their goals. You have the following skills and attributes:

- A university degree or college diploma in a related field (ie. Hospitality, event management, communications)
- 5 years of event management (preferably with association) experience or related experience that can support these goals
- Superior customer service skills to ensure client satisfaction through a professional demeanor
- Ability to take initiative and ownership of assigned projects
- Excellent communication skills, both written and verbal, with emphasis on business writing and editing

- Clear understanding of maintaining confidentiality
- Extremely strong time management skills, with ability to multitask and meet deadlines
- Bilingual French and English an asset
- Designations, such as CMP, CMM, DES considered an asset
- Proficiency in all computer skills, with familiarity of AMS/CMS, Microsoft Office 365 suite, webinar platforms, Adobe suite, membership communication systems and simple graphic design
- Travel for client meetings and events as required (including occasional nights/weekend)

What We Offer:

This full-time position has a salary range of \$65,000-\$75,000 per annum, with remuneration based on experience. We offer a competitive benefits package and value a work-life balance. The TouchPoint Team works primarily in an office environment with complimentary parking and allows for some remote work flexibility. We offer a positive and inviting culture where opportunities for education, industry involvement and advancement are encouraged.

If you think you are a fit for this role, and share the TouchPoint values, please send your resume and cover letter to info@touchpointamc.ca by **February 29, 2024**, citing “Event Manager” position in subject line or submit through our [online portal](#).

We thank you for your interest in advance, but please note that only those candidates invited for interviews will be contacted directly.