

Event Manager Keystone Centre

SUMMARY:

The 540,000 sq. ft. Keystone Centre prides itself on providing the very highest quality in facilities with attention to detail, cleanliness, and providing friendly, efficient and accommodating service. We currently have an excellent opportunity for an experienced Event Manager (title, responsibilities and compensation depending on qualifications).

The Keystone Centre is seeking to fill a full-time Event Manager. The purpose of this position is to perform responsible supervisory and public contact work in directing and coordinating Keystone Centre events, including touring shows, sporting events, convention centre events, agricultural and equestrian events.

The Event Manager is responsible for all front of house training and planning including crowd management plans and event logistics. A person in this position acts as the manager on duty during events, supervising all working staff. Advances all assigned events including larger touring shows. Manages day of show logistics. Supervises all event staff and acts as a manager on duty during events. Creates, updates, and manages safety plans and training. Ensures all work related to event is completed accurately. Provides guidance and mentorship to staff. Utilizes the When2Work scheduling program, Ticketing System software, AutoCAD software, Microsoft Visio and other technologies as needed. Performs additional duties as needed.

This is a full-time position. Work hours will vary according to the event schedule, which may include night, weekend, and holiday hours. This position will remain open until it is filled.

The successful candidate should have:

- At least two years of experience in event management with an arena, convention center, stadium or hotel conference center.
- Bachelor degree in management or other applicable field preferred.

NOTES:

This position is offered a comprehensive and competitive benefits package, which includes:

- Medical, dental, disability and life insurance
- Vacation
- Retirement plan with up to 5% matching