

## **GBC Event Manager Job Description**

### **Role Description**

The Event Manager is responsible for assisting/supervising the event planning and execution with the Graduate Business Council's social team. With strong organizational and communication skills, they collaborate with internal teams and external stakeholders to create engaging experiences for the target audience. As an Event Manager, you will play a pivotal role in planning, coordinating, and executing a wide range of events that highlight your event management skills, foster networking opportunities, and contribute to the overall positive experience of our students, faculty, alumni, and guests.

We are seeking a dynamic and highly motivated Event Manager candidate to join the prestigious Graduate Business Council who brings a wealth of proven experience in diverse event planning and execution. This individual should demonstrate exceptional organizational and problem-solving skills, with a solid foundation in event management principles, planning, and marketing. Effective leadership, collaboration, and adaptability are essential qualities we are looking for. Additionally, the candidate should possess a proactive approach to analyzing event performance and staying updated with industry trends. If you are a skilled professional with a passion for delivering outstanding events, we invite you to join our team and be a part of our exciting journey.

### **Responsibilities**

1. Reports to the Graduate Business Council's Social Director.
2. You will be required to commit 6-8 hours/ week for this position.
3. Coordinate the logistics, including venue selection, catering, audio-visual requirements, and transportation.
3. Ensure seamless execution of events, paying attention to details that enhance the overall attendee experience.
4. Create and manage event budgets, ensuring cost-effectiveness and adherence to financial guidelines.
5. Negotiate contracts with vendors and suppliers to optimize resources.
6. Develop strategies for marketing and communications for promotion of the events.
7. Utilize various channels to increase event visibility and attract diverse audiences.
8. Foster relationships with vendors, sponsors, and partners to enhance event offerings.
9. Coordinate operations of events and support other GBC (Graduate Business Council) events.

### **Qualifications**

1. Graduate student pursuing a Masters'/MBA degree at the Schulich School of Business.
2. Previous experience in event planning and execution, preferably in an educational or corporate setting.
3. Strong organizational, problem-solving and project management skills, ensuring seamless event operations and the ability to handle challenges efficiently.
4. Effective leadership and collaboration, enabling successful coordination with teams, clients, and vendors.
5. Proactive and creative mindset, analyzing event performance, staying updated with industry trends, and implementing improvements to enhance event experiences.
6. Excellent interpersonal and communication abilities.
7. Ability to work under pressure and meet tight deadlines.
8. Proficiency in Canva/event management software and Microsoft Office Suite.
9. Knowledge of Video Editing Software is preferred.