Invites applications for the following position(s):

COMPETITION NUMBER: 422

Administrative and Professional Staff (APSA)
Continuing Position
MANAGER, CEREMONIES AND EVENTS, GRADE 7
CEREMONIES AND EVENTS
POSITION NUMBER: 121807

POSITION OUTLINE:
Reporting to the Associate Director, Ceremonies and Events, plans, manages and executes a variety of annual events (e.g., for the President’s office, local and international alumni receptions, and ad-hoc Advancement, Alumni or government events, as needed). Provides assistance with logistics and event coordination to the Associate Director, Convocation and Events for annual Convocation ceremonies. The incumbent of the position manages all pre-, on-site and post-event activities including the development and implementation of event budgets, timelines, procedures and programs; and oversees staff and event volunteers. Liaises and negotiates contracts with internal and external stakeholders and vendors; manages the creation of event promotional and marketing materials; researches, compiles and/or drafts briefing notes and scripts for the President, Chancellor and other event speakers/stakeholders, as well as bios and citations for Convocation. Establishes and maintains strong relationships with other departments, SFU service providers, and other external stakeholders.

QUALIFICATIONS:
- Bachelor’s degree in Arts (i.e., English, Fine Arts, Theatre, Recreation, Communications) or Business (i.e., Marketing and Communications) and/or diploma/certificate in Marketing, Communications, Development, or Event Management, with four years of relevant experience in event management and communications, including experience managing high profile events or multiple smaller events simultaneously, OR an equivalent combination of education, training and experience.
- Excellent understanding of university protocols and policies.
- Proficient in the use of word processing, spreadsheet, database, content management (CMS), web and graphic applications and the ability to learn and adapt to new technologies and online content management systems (e.g., Blackbaud CMS, innovative event technology).
- Knowledge of effective marketing and communications practices with the ability to create effective marketing and communications materials for events using standard design applications (e.g., PowerPoint, Photoshop, Microsoft Publisher, InDesign, etc.)
- Excellent communications (oral and written) and marketing skills, including demonstrated writing and editing experience.
- Excellent interpersonal, organizational, negotiation, and problem-solving skills with accuracy and a high attention to detail.
- Excellent budget management and event management skills with the ability to set, communicate and maintain timelines and priorities while working on a number of different initiatives simultaneously.
- Ability to work cooperatively with event partners, senior university administrators, faculty, staff, students and alumni in a variety of settings and to exercise mature judgment, tact, diplomacy, sensitivity and a high level of discretion.
- Ability to respond appropriately to unforeseen occurrences during the delivery of an event.
- Ability to quickly adapt to changing event requirements.
- Ability to supervise staff and volunteers.
- Ability to work flexible hours (including some evenings and weekends) and travel to event sites occasionally.

SALARY RANGE: $54,900 to $65,561 per annum
START DATE: ASAP

A detailed resume and cover letter quoting Competition #422 must be received in our office by 4:30 pm on July 26, 2017, addressed to the attention of Francesca Turrell, Human Resources Advisor. Please follow the application instructions at http://www.sfu.ca/hr/prospective_employees/HowToApply.html.
We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at www.sfu.ca/jobpostings