



Manager of Events, Full-time, Permanent

Who we are:

At the Niagara-on-the-Lake Chamber of Commerce and Tourism Niagara-on-the-Lake we are a small and nimble team that punches above our weight. As the chamber of commerce, we are the voice of business for Niagara-on-the-Lake. As the official destination marketing organization, we are responsible for strategic and sustainable tourism marketing and tourism product development.

Who we are looking for:

We are seeking an experienced, dynamic, knowledgeable, meticulous, innovative, creative, entrepreneurial, social-media-savvy Manager of Events.

Duties and responsibilities:

You will work with the President & CEO on the events strategy, both for the Chamber, and for Tourism Niagara-on-the-Lake. You will be responsible for the entire events function of the organization including the proper planning, budgeting, generating of sponsorships, partnerships, coordinating, overseeing, implementing, and post-event wrap up of all our events and those we hold with our member partners. These events include the Icewine Festival, the White Effect Dinner, Annual Chamber of Commerce Golf Tournament, Artistry by the Lake, the Peach Festival, Candlelight Stroll among many others. You will bring a fresh perspective to established events, and strategic vision for new events that are aligned with our tourism marketing plan and organizational strategic plan.

You will be responsible for working with a range of external partners and contractors to ensure events are delivered on-time, on-budget, and to the highest of standards in keeping with the overall destination brand. This role is responsible for ensuring event permit applications are submitted and approved, liquor, health and safety, traffic management, etc.

As a small organization, flexibility and nimbleness is required, and you will be called upon periodically to perform other duties.

Knowledge and skills you will bring to the role:

- 3 years of experience in event management, planning, budgeting, and coordinating
- Successful completion of post-secondary education preferably in event management
- Knowledge of local, national, and international tourism and tourism trends
- Experience in sales, sponsorships, and satisfying sponsor contracts
- Ability to recruit for, and to chair event committees
- Excellent and effective written and verbal communication skills
- Advanced computer skills including Microsoft Office
- Marketing and social media skills and experience essential
- Ability to build effective working relationships with members, community partners, and tourism associations

Reporting Relationships:

The Manager of Events reports to the President & CEO of Niagara-on-the-Lake Chamber of Commerce and Tourism Niagara-on-the-Lake.

Working Conditions:

This position operates out of the Niagara-on-the-Lake Chamber of Commerce office on Queen Street, Niagara-on-the-Lake. The ideal candidate will live in the Niagara region or be willing to relocate. The candidate should have their own vehicle for which mileage will be paid for official travel. Work will normally be performed during a 40-hour work week. Events will require long days, evenings, and weekend work beyond the scheduled 40 hours.

Benefits:

- Company events
- Dental care
- Disability insurance
- Extended health care
- Life insurance
- On-site parking

Application process and deadline:

If this job posting excites you and you have what we are looking for, please submit your resume and cover letter to president@nigaraonthelake.com by April 26, 2022.