



## WE ARE GROWING AND LOOKING FOR A DIGITAL CONFERENCE PRODUCER

**Please read the entire job posting.** If you believe you are the right candidate for this position, please send us your CV and salary expectations including examples of projects you managed, the size of the project and what your role was on the project. CV's will only be accepted through our email and website. Please send an email to [careers@venuewest.com](mailto:careers@venuewest.com) or apply on our website at [www.venuewest.com](http://www.venuewest.com).

### NATURE & SCOPE:

The Conference & Events Team provides conference and events management and guidance for national and international conferences both in person, virtually and hybrid, to corporate, association, special interest groups and independent businesses. The Digital Conference Producer is accountable for leading their virtual conference and production team and being the face of Venue West to our clients. We are looking for a self-starting, client focused, creative and tech-savvy associate that is not afraid to roll up their sleeves and work end to end on delivering results.

### WHAT WE ARE LOOKING FOR: (Please do not apply without these Must Have Skills)

- You have managed virtual and hybrid conferences from A-Z with attendance from 200 – to 5000 delegates
- Knowledge of the EventsAir OnAir platform is REQUIRED and Pheedloop platform is preferred
- Zoom Webinar including branding of zoom is required.
- You are a multitasker who is used to working on multiple projects at one time while being accountable to several different clients and internal stakeholders
- You will be responsible for training and managing your production team
- Prioritizing and deadlines are in your DNA and you don't get flustered
- You understand budgets including developing and managing them
- Committee management is second nature to you
- Highest level of professionalism in communicating with clients and internal teams
- You are a great mentor for junior staff and set the bar for virtual conference management and understand how to manage multiple teams
- Willingness to learn, test, and share knowledge.

### THE DETAILS

#### Virtual Platform Development and Management

- Meet with the committee and/or conference manager to identify virtual and hybrid conference requirements
- Develop the virtual conference platform including branding, program, sponsors and exhibitors and social events
- Provide training and support as required to committee members, moderators, speakers, sponsors and exhibitors and delegates
- Work with the onsite AV team to get the necessary equipment and streamlining licenses for the virtual conference, if required



- Manage speakers including supporting them in pre recording of presentations if required
- Editing and trimming videos
- Train temporary staff or Venue West staff on the platform to assist with the virtual conference
- Manage the virtual conference platform throughout the conference

### **Virtual Conference Logistics & Planning**

- Evaluate options and negotiate contracts with service providers for services such as audio visual, entertainment, etc. if required
- Work with contractors responsible to ensure all logistical details are delivered efficiently and in accordance with timeline and agreed costs
- Manage the virtual exhibition and sponsorship sales, assist EA marketing department with the development of the prospectus. Ensure all sponsorship entitlements are delivered in accordance with contractual arrangements.
- Work with registration to develop and launch the virtual registration site
- Overseeing preparation of the delegate materials prior to the virtual conference

### **Management & Administration**

- Oversee all committees relating to the virtual component of the conference, including scheduling meetings, taking minutes and follow-up
- Liaising with clients to identify and define requirements, scope and objectives
- Managing internal cross functional teams for each project
- Mentoring team members on their assigned duties on the project.
- Prepare post-conference report including financial, survey results and organise a conference de-brief with the committee and other stakeholders
- Develop and monitor each virtual conference project plan with timelines, risk management assessment with mitigation actions relating to all aspects of the conference to ensure time, risk and cost run according to established plan
- Work closely with the client's program committee to understand their requirements, develop the program and assist in achieving their goals

### **Finance**

- Develop and monitor budgets to ensure revenue and expenditure is kept within established boundaries
- Reporting on a monthly basis through KPI reports to clients on each assigned project
- Review all invoices for accuracy
- Ensure all financial transactions are accurate
- Final financial reconciliation of each project
- Monitoring working hours spent on each project, plans and expenditures
- Managing internal conference finances including management fees and commissions



## Marketing & Communications

- Develop the marketing and communication plan for each assigned virtual conference in conjunction with marketing coordinator if available
- Responsible for the development of the conference brand, website, app and social media
- Ensure all aspects of the marketing and communication plan are delivered on time in accordance with the project plan

## EDUCATION AND EXPERIENCE (Required)

- Knowledge of the EventsAir OnAir platform is REQUIRED and Pheedloop platform is preferred
- Knowledge of Zoom Webinar and zoom breakouts
- Demonstrated experience multitasking and prioritizing is a MUST
- Degree or Diploma or combination of education and demonstrated experience
- 3+ years related experience managing virtual and hybrid conferences
- Excellent English/grammar skills both written and oral
- Strong client management skills
- Ability to work with multiple teams and supervisors
- Microsoft Office Software

## A BIT ABOUT US:

Venue West was founded in 1970 and has been an important part of the Canadian conference and association industry ever since. We are one of only 5 companies in Canada and less than 150 in the world who are certified by the International Association of Professional Congress Organisers to manage an international congress. We work with clients from across Canada and from around the world to manage small to large conferences, associations, and events. Since 2005, Venue West has been a family-owned and operated business.

## ADDITIONAL INFORMATION:

**Position Type:** Non-Management

**Job Status:** Permanent Full Time

**Job Location:** Remote: Toronto or Vancouver

**Application Deadline:** When Filled.