

We are growing and looking for a (SENIOR) CONFERENCE MANAGER

Location: Remote – BC or ON

The Conference & Events Team specializes in providing expert conference and event management services for association and not-for-profit clients, handling national and international conferences in-person, virtually, and in hybrid formats. As the Conference Manager, you will lead dedicated conference teams and serve as the primary point of contact for our clients, representing Venue West with professionalism and care. We are seeking a proactive, client-focused, and innovative manager who is both tech-savvy and driven by a passion for delivering impactful results. The ideal candidate will be a creative problem-solver, eager to learn, and ready to take on the full scope of event management, from start to finish, with a hands-on approach.

WHAT WE ARE LOOKING FOR

- » You've successfully managed national and international conferences from start to finish, with attendance ranging from 200 to 5,000 delegates.
- » You are an adept multitasker, skilled at managing multiple projects simultaneously while being accountable to various clients and internal stakeholders.
- » Prioritizing tasks and meeting deadlines is second nature to you, and you remain calm under pressure.
- » You have a strong understanding of budgets, including development and management.
- » Committee management is a core strength of yours, and you excel in this area.
- » You are well-versed in abstract, speaker, and program management.
- » You have experience working within a third-party Congress organizer or PCO.
- » You consistently demonstrate the highest level of professionalism when communicating with clients and internal teams.
- » As a mentor, you set the standard for conference management and are skilled at guiding junior staff while managing multiple project teams.
- » You have a strong willingness to learn and share knowledge
- » Tech-savvy including confidence in learning new software. Ideally you have experience with EventsAIR.

THE DETAILS

Management & Administration

- » Oversee all committees, 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 reports including financial, survey results and organize a



conference debrief with the committee and other stakeholders

- » Develop and monitor each 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

Conference Logistics & Planning

- » Evaluation of geographic location for each conference and assist in the site selection
- » Research and recommend appropriate venues and hotels
- » Organize and participate in site inspections
- » Negotiate contracts with the selected venues for approval by President and Client
- » Evaluate options and negotiate contracts with service providers for services such as audio visual, entertainment, decorations etc.
- » Work with contractors responsible to ensure all logistical details are delivered efficiently and in accordance with timeline and agreed costs
- » Work closely with exhibit and sponsorship sales as well as fulfillment to develop the packages and manage logistics
- » Work with the DMC division to develop proposals for social events and tours
- » Work with the registration team to develop and launch the registration site
- » Oversee preparation of the delegate materials prior to arrival on-site
- » Manage logistics, suppliers, and teams on-site

Marketing & Communications

- » Develop the marketing and communication plan for each assigned conference in conjunction with the marketing team
- » Responsible for overseeing 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

- » Demonstrated experience multitasking and prioritizing is a must
- » Degree or Diploma or combination of education and demonstrated experience
- » 5 years of experience as conference manager
- » Excellent client management skills
- » Strong English grammar skills - both written and oral
- » Microsoft Office Package
- » Ability to work with multiple teams and supervisors
- » Experience with EventsAir, Wrike or similar software is an asset

HOW TO APPLY

Qualified candidates are invited to submit their resume, cover letter and salary expectations by email to careers@venuewest.com. Please include "Conference Manager Application" in the subject line. Venue West Conference Services encourages applications from candidates of all backgrounds. Please note that only candidates who are shortlisted for an interview will be contacted.

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

Location: remote – BC or ON

Reports To: President

Job Status: Permanent Full-Time

Application Deadline: When filled

Extended medical benefits

Salary: \$65,000 - \$75,000 depending on experience

