



Conference Building / Events Manager

Description

Position Summary

The Conference Building / Events Manager is responsible for the planning, coordination, and successful execution of conferences, meetings, and events held in the organization's facilities (conference center, meeting rooms, event halls). This role serves as the primary liaison between event clients, vendors, and all internal departments, ensuring a high-quality, seamless event experience.

Duties

Key Responsibilities

- Oversee all aspects of event planning and execution for internal and external clients, from initial inquiry through post-event wrap up
- Serve as the point of contact for clients: manage client expectations, propose event solutions, and maintain strong relationships
- Coordinate and negotiate contracts with vendors, including catering, audiovisual/IT, décor, entertainment, transportation, and other service providers
- Develop and manage event budgets; monitor expenses and reconcile cost reports post-event
- Schedule and coordinate use of event spaces, ensuring optimal utilization and avoiding conflicts
- Work cross-functionally with facilities, operations, IT / AV, maintenance, janitorial, security, and catering teams to ensure all logistical needs are met

Closing Date

December 20, 2025

Categories

Management

Employer

Waywayseecappo
Development
Corporation

Location

Rural

Address

Box 19, Site 520
Brandon, R7A 5Y5

Job Type

Full-time

Education Level

Bachelor

Wage

\$27.00 - \$40.00

- Create detailed event timelines, run-of-show documents, floor plans, seating arrangements, and staffing plans
- Conduct site inspections and pre-event walkthroughs to verify setups and logistics
- Oversee onsite event execution: supervise event staff, troubleshoot issues in real time, liaise with vendors, and ensure adherence to schedule
- Collect and analyze post-event feedback; generate reports on event performance, attendee satisfaction, and lessons learned
- Maintain and update event documentation, policies, and standard operating procedures (SOPs)
- Ensure compliance with all health, safety, accessibility, and regulatory requirements
- Identify opportunities for process improvement, cost optimization, and enhanced client experience

Qualification

Qualifications & Skills

- Bachelor's degree in Hospitality, Event Management, Business, or related field (or equivalent experience)
- Several years (often 3–7 years) of experience in event planning, conference management, or venue operations
- Strong negotiation skills and vendor management experience
- Excellent project management abilities: able to manage multiple events simultaneously under tight deadlines
- High attention to detail and strong organizational skills
- Excellent interpersonal, communication, and customer service skills
- Proficiency with event management software/tools (e.g., Cvent, Eventbrite, Asana, etc.) and proficiency in MS Office (Excel, Word, PowerPoint)
- Ability to work evenings, weekends, and travel as needed for events
- Experience working in venue/facility-based roles (e.g. hotels, convention centers, corporate facilities) is a plus
- Knowledge of audio/visual systems, lighting, staging, and event production is beneficial
- Ability to remain calm under pressure, adapt quickly, and resolve issues proactively

Email

devcorp@wwfn.ca

Reporting & Team Structure

- Reports to: WWFN Economic Development Board of Directors / Head of Facilities
- Supervises: event coordinators, event staff, contractors during events
- Works closely with: operations, facilities/maintenance, IT/AV, catering, security, marketing

Performance Metrics / KPIs

- Client satisfaction / feedback scores
- Budget adherence (variance between estimated vs actual)
- Number of events successfully executed
- Revenue growth or cost savings in events
- Utilization rate of event spaces
- Vendor performance metrics (on-time, quality, compliance)