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POSTING NO.: ESSF 1745 AFFILIATION: CSU52

The Edmonton Space & Science Foundation Events Specialist Permanent Full - Time

Join TELUS World of Science – Edmonton (TWOSE) as we embark on our 40^{th} trip around the sun! Situated in the heart of amiskwacîwâskahikan all f' b f'
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We take pride in building a culture that is diverse, equitable, and inclusive. Science is for everyone, and the Science Centre team is as diverse as our guests. We encourage Black, Indigenous, and racialized peoples, persons living with disability and neurodiversity, women, sexual and gender minorities, and members of all minority groups to apply.

Be part of an organization that values diverse perspectives, identities, abilities, and expressions. From cosmic discoveries through telescopes to 'Aha!' moments under microscopes, join the Science Centre as we celebrate the endless possibilities of science for the next 40 years!

POSITION SUMMARY:

Reporting to the Manager, Marketing & Community Relations. The Events Specialist is critical in planning and executing impactful Science Centre-led events that support the organization's strategic goals. Working cross-departmentally, this role collaborates with various teams to design, coordinate, and implement various events that engage community partners, foster a positive organizational image, and promote alignment with our mission.

By ensuring every event is meticulously planned and seamlessly executed, the Events Specialist helps enhance the organization's presence and influence, delivering exceptional experiences for both internal and external audiences.

DUTIES AND RESPONSIBILITIES:

Planning & Execution:

- Plan, organize, and execute a wide variety of internal and external events, including, but not limited to, revenue-generating/ticketed experiences, fundraising events, and exhibition launches.
- Lead inter-departmental planning meetings to align teams, set clear objectives, and coordinate the successful execution of events.
- Manage event-day operations, including coordinating staff and volunteers, to ensure roles are clearly defined and executed.



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- Collaborate with the Facilities team to manage facility logistics, ensuring smooth event delivery.
- Partner with Marketing and Community Relations to create promotional materials, ensure brand consistency, and drive optimal attendance.
- Build and maintain relationships with vendors, sponsors, and community partners, serving as the primary point of contact and ensuring exceptional collaboration.

Programming Development

- Collaborate with internal and external interest-holders to develop educational and entertaining event programming that aligns with organizational goals and objectives.
- Collaborate with the Science Experience team to create engaging programming, including securing subject matter experts, guest speakers, and interactive elements to enhance audience engagement.
- Identify and cultivate partnerships to expand programming opportunities and ensure impactful and relevant content for events.

Budgeting:

- Collaborate with leadership to develop and oversee event budgets, ensuring efficient resource allocation and alignment with financial goals.
- Negotiate vendor and partner contracts to maximize value and maintain cost-effective event execution.

Reporting & Evaluation:

- Establish and monitor key performance indicators (KPIs) to evaluate the success and impact of Science Centre events.
- Develop and implement evaluation strategies for events, such as guest surveys and feedback tools, to measure effectiveness and identify opportunities for growth.
- Prepare and distribute post-event reports, detailing metrics like attendance, visitor engagement, and financial outcomes, while providing insights and recommendations for future improvements.

QUALIFICATIONS:

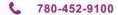
Knowledge and Abilities:

- Working knowledge of event industry best practices.
- Strong project management skills, including creating detailed plans and managing timelines.
- Exceptional communication and interpersonal skills, with the ability to build strong relationships with internal teams, vendors, sponsors, and community partners.
- Proficiency in event management platforms, budgeting tools, and Microsoft Office Suite.
- Strong problem-solving skills.









• Highly organized, detail-oriented, and capable of managing multiple projects simultaneously while meeting deadlines.

Education and Experience:

Education & Experience:

- A post-secondary diploma in event management, public relations, marketing, communications, volunteer management, or a related field is preferred. Equivalent combinations of education and directly related work experience will be considered.
- 3-5 years of related experience in event planning or project management.
- Proven experience in planning, organizing, and executing diverse events, as well as developing and managing event budgets is required.
- Experience in the non-profit sector is an asset.
- Background in developing educational or STEM programming is an asset.
- Experience with volunteer coordination is an asset.

Note: A clean Police Information Check including the vulnerable sector is a condition of employment for successful candidates. The check must be completed prior to commencement of work and is the financial responsibility of the candidate.

Wages: FT 180 \$58,987.50 - \$73,593.00 on annual basis as per the CBA 2024-2025 **under review**

Hours of Work: 75 hours bi-weekly, Monday to Friday, with the ability to work evenings and weekends as needed to support event execution.

Opening Date: December 4, 2024 Closing Date: December 18,2024

How to Apply: hr@twose.ca

Please include cover letter and resume in one document. We thank all applicants and advise that only those selected for an interview will be contacted.