

- 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.



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- 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: open until suitable candidate

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.