Event Manager

Forbes includes U of G Among Canada’s Best Employers

Event Manager

Arrell Food Institute

Temporary full-time from April 1, 2019 to March 31, 2021

Hiring #: 2019-0110

Please read the Application Instructions [1] before applying

Arrell Food Institute (AFI) was launched in 2017 to transform global food systems and elevate Canada’s place within the global food economy. We are building on University of Guelph’s world-class strengths in all aspects of food research and education, to bring evidence-based food issues to national and international political and social conversations. We are funded by a matched $20 million donation from the Arrell Family Foundation. We run high class events for some of the University’s most significant stakeholders including donors, politicians, business leaders and other thought leaders.

This new role of Events Manager will deliver AFI events in support of our overall strategic goals. The post holder will lead the design, management and delivery of events from the planning stages through to execution and evaluation, including attending the events to troubleshoot and ensure optimal delivery. Events will include workshops for 20-100 people, receptions for 50-150, and the flagship Arrell Food Summit (~500 attendees); and will take place on campus, in Toronto, Ottawa and elsewhere.

The Events Manager will deliver high quality events on time and on budget to meet AFI objectives. The successful candidate is likely to demonstrate the following qualities:

- Bachelor’s degree in a relevant subject or equivalent.
- Three years of experience in an event management role (five years preferred) — preferably in a non-profit environment — managing events from 10 to 500 people.
- Experience working with diverse event participants, including government employees ranging from technical staff to senior officials, academics, researchers and senior executives.
- Strong interpersonal, communication, presentation and organizational skills and the ability to work in a cross-functional team environment.
- Ability to work independently and complete tasks professionally, with exceptional attention to detail.
- Flexibility of approach and ability to adjust to rapidly evolving environments and conditions to function effectively and ensure continuity.
- Ability to effectively work with and harness the capacity of paid students and volunteers.
- Some travel may be required in this role for site visits and event attendance and management.

The Events Manager will be a valued member of a recently-formed, fast-paced team, with a high degree of capability and an appetite for solutions. The AFI is responsible for a number of very high profile initiatives and appointing a capable individual to this role is vital.

Classification   Grant/ Trust fund position, P02 (P&M grid)

Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our
Posting Date: 2019 02 20
Closing Date: 2019 03 06

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/event-manager

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[2] https://www.uoguelph.ca/hr/system/files/P%26M%20Grid-Oct%2026%2C%202017%20-%20April%2030%2C%202020.pdf