

TITLE:  
**EVENTS  
MANAGER**  
FULL TIME



Date Posted: July, 2022

## LOCATION

Hamilton, Ontario

APPLY NOW

## REPORTS TO

Vice President of Operations, Cardus

## WHO WE ARE

Cardus is a public-policy think tank dedicated to clarifying and strengthening, through research and dialogue, the ways in which society's institutions can work together for the common good. Drawing on 2000 years of Christian social thought, we offer imagination toward a thriving society.

Learn more at <https://www.cardus.ca/who-we-are/>.

## PURPOSE

Imagine you sit down in a meeting where someone says "I have an idea..." and your task is to pull together the pieces to grow that idea into a full-fledged event. If that catches your attention, this role just might be for you. Cardus is looking for someone who loves working collaboratively, is skilled at tracking many moving pieces, is cool as a cucumber under pressure, isn't shy about taking charge, and is energized when working with people. In our daily work as an intellectually creative organization that tackles public issues, our events are what make our research and policy come to life.

The Events Manager is a full-time permanent position, based in Cardus' Hamilton, Ontario office. Salary is commensurate with experience and qualifications. We are targeting a start date of August 2022.

## CORE QUALIFICATIONS

- The candidate will be able to demonstrate deep commitment to the mission and vision of Cardus. We are looking for detail in your cover letter, or your application will not be considered.
- Three years' work experience in a related role or roles
- Must have post-secondary education or the equivalent work experience, preferably in the area of event management, hospitality, tourism, or other related area.
- Driver's license (G)
- Proficient in written communication, oral communication, and the core Microsoft Suite.

## SKILLS, ABILITIES, AND CHARACTER

- Friendly, with a love for connecting with people and making them feel welcome
- Relationship builder, especially with professional connections like vendors and stakeholders
- Critical thinker and good problem solver
- Calm under pressure, able to pivot quickly in the face of surprises that often arise with events
- Ability to prioritize effectively, manage time and multiple tasks
- Superior organizational skills, with a vision for excellence
- Effective communicator, able to speak, listen and write in clear, concise terms

### **The Events Manager role will be divided approximately as follows:**

#### **Event Planning and Promotion (50%)**

- Lead kickoff meetings with Cardus team members to develop event plans, including targets, and objectives
- Manage workflow for all events and maintain events calendar on Asana
- Manage details of remote events and those based in Cardus' Hamilton office (and other events as needed) which will include tasks such as: venue selection, menu planning, table arrangements, decorations, contract management and negotiation, arranging audio and video capture, and coordinating IT needs
- Supervise Cardus' Event Assistant, who executes events based out of Ottawa and oversees day-to-day hospitality in the Ottawa office
- Prepare and implement a budget and an event script for each event
- Coordinate marketing, communications, and design staff for event planning and promotion
- Help coordinate promotional strategy for events. Work with the external affairs and communications teams to build invitation lists, create engagement strategies for event invitees, and build copy for email campaigns.

### **Hospitality Leadership (15%)**

- Serve as the primary point of contact for event participants, speakers, vendors, volunteers, and staff assisting with an event
- Ensure events run smoothly by proactively resolving problems that might occur
- Occasionally step into “stage time” as a public persona at events
- Ensure resources and infrastructure for day-to-day hospitality at Cardus’ Hamilton office are humming

### **Event Follow-up and Development (10%)**

- Assist external affairs/marketing staff in conducting strategic follow-ups: donor relations, attendee surveys, video and photo management, and relationship strengthening
- Analyze the success of events and prepare reports, including lessons learned for future events
- Curate and implement a list of ideas for Cardus event planning, execution, and follow-up, and pursue strategic partnerships to further event success

### **Special Projects (25%)**

- Provide planning and leadership, as needed, to internal events such as our biannual staff convention
- Develop public-access events at our heritage office building

## **WORK HOURS AND ENVIRONMENT**

The Cardus Events Manager will work out of our Hamilton, Ontario office. As needed, the Events Manager will be required to attend Cardus events outside work hours. Some travel will be required.

- Cardus will provide desk space, a laptop computer, and desk phone
- This position requires the ability to sit at a desk for longer periods of time, dexterity in typing, and the ability to lift 10 lbs. (i.e. boxes, dishware, chairs)

### **HOW TO APPLY**

Please prepare a cover letter that specifically describes the extent to which you meet each of the qualifications that we are seeking. Combine your cover letter and resume/CV into one file and [\*\*upload it here\*\*](#). We will review applications as they are received, and the position will be posted until filled. We look forward to hearing from you.

**APPLY NOW**