

JOB POSTING
MEMBERSHIP DEPARTMENT

POSITION TITLE: Events Coordinator, Membership
REPORTS TO: National Events Manager
LOCATION: Toronto
CONTRACT: 3 Months (Exact start date TBD)
COMPENSATION: \$15/Hour – 35 Hour Work Week

RESPONSIBILITIES:

SOCAN AWARDS

Assist with various tasks related to the 2018 SOCAN Awards & various Membership Division sponsorships and events including:

INVITATION LIST / REGISTRATION

- Compile invitation list and maintain content as new information comes in
- Coordinate email blasts for invitation list and manage Awards inbox
- Testing for delivery of invites through selected program (example: Paperless Post)
- Correspond with specific SOCAN departments and Membership staff with regards to the invitation list content and follow-up as necessary
- Maintain RSVP's on a weekly basis and report status

WINNER CORRESPONDENCE

- Organize hotel rooms, travel reimbursement and car service for all winners
- Confirm details of winners for the trophy plaque copy
- Draft and print off all letters required to go out to winners

TROPHIES

- Prepare plaque copy for trophies and proof content upon arrival of the finished awards

VIDEO / MUSIC CONTENT FOR SHOW

- Collection of video footage for winners and walk-up music for winners/presenters to provide to production company
- Compile a list of all AV materials for License clearances



ADMINISTRATION

- Basic administration details; maintenance of scheduling documents, reports and invitation list
- Coordinate all booking details with the host hotel
- Coordinate car service for winners in cooperation with our PR company for red carpet arrival
- Prepare award text for printed program for C&M and proof as necessary
- Double-check all documents for awards (Example: Pass list, Trophy list, Guest list)
- Update documents in the P-Drive related to the SOCAN Awards archive

SKILLS:

- Past experience in event planning
- Strong skills in time management
- Extremely organized
- Excellent attention to detail (example: proofing materials for accuracy)
- Creative
- Customer Service oriented
- Strong communication skills (eloquent speaking and writing skills)
- Skills - Excel, Word, experienced at digital transfer of AV files

EDUCATION/EXPERIENCE:

- Minimum of 1 – 3 years of event experience

ATTRIBUTES:

- Self-starter
- Analytical / Systematic Thinker
- Results oriented
- Thorough
- Service oriented

APPLICATION PROCEDURE:

Qualified applicants are invited to apply in writing to Human Resources – Sara Smolej – Toronto Office, and include an updated copy of your resume. Please e-mail hr@socan.ca referencing Events Coordinator in the subject line.

SELECTION:

Skills will be tested. Selection will be based on factors such as past performance, previous related experience and alignment of skills with those required for this position. Only qualified applicants will be contacted for an interview.



ACCESSIBILITY:

SOCAN is committed to providing accommodations for disabilities. If you require an accommodation, we will work with you confidentially to meet your needs. Please direct any accommodation requirements to the HR department to ensure your accessibility needs addressed.

DEADLINE:

Applications must be received in Human Resources by 5:00pm Friday, February 15, 2018.