



JOB DESCRIPTION – Events Administrator 6 month Contract

COMPANY OVERVIEW

Tourism Calgary is a research-based, market-driven and industry-led organization that has specialized in the marketing and promotion of Calgary and area as the destination of choice for leisure and business travel for more than 50 years. Leading Calgary's tourism efforts domestically, nationally and internationally. Tourism Calgary works with major sporting and cultural events, tour operators and travel media. Tourism in Calgary annually contributes over \$1.6 billion in visitor spending to the local community and employs 1 in 10 working Calgarians.

THE POSITION

This is a 6-month contract position reporting to the Manger, Events. This position will assist with all aspects of the Calgary White Hat Awards including managing all nominee and sponsor data, providing administrative support throughout the various stages of the event (pre & post) and managing all event ticket sales as well as assist with other event planning or organizing as needed.

KEY RESPONSIBILITIES:

Dates:

January 6, 2020 – June 12, 2020; Monday to Friday – 9am to 430pm (schedule may vary closer to day of event – no overtime)

Key Responsibilities:

(January 2020 – March 2020)

Manage 2 key Nominee Master Spreadsheets (Nominee Master & Interview Master)

- Edit Master Spreadsheets for current award year
- Ensure all data is 100% accurate

Manage Sponsor Master Spreadsheet

- Edit Master Spreadsheet for current award year
- Ensure all data is 100% accurate

(January 2020 – March 2020)

Manage all CWAHA ticket sales (April 2020 – May 2020)

- Proactively coordinate ticket requirements for large group ticket orders
- Fill individual ticket requests
- Track Semi-finalist and Finalist attendance
- Coordinate and deliver sponsor ticket packages
- Coordinate all presenters packages

Administrative Duties

- Using the data in the master spreadsheets prepare and deliver all supporting documents pertaining to the Interview Process
- Respond to all requests for interview changes and maintain up to date schedule
- Prepare all documents for nominee interviews



- Assist with all Interview days for onsite – including set-up, registration, tear-down
- Update Master Nominee Spreadsheet following interviews
- Prepare all documents in support of the Selection Process
- Assist in the preparation of all event related materials
- Assist with all media and social media info requirements
- Using the data in the master spreadsheet, coordinate and deliver all Sponsor/Presenter packages
- Coordinate all post event packages (including sponsors & winners)
- Ensure all documents are updated and saved as needed

Additional Duties as requested and/or required

QUALIFICATIONS

Intermediate to excellent level Excel skills
Excellent communication, organizational and interpersonal skills
Excellent attention to detail
Proficient with Microsoft Office and Outlook

Application Process:

Reply in confidence with a cover letter and resume by **November 30, 2020**:

Roxanne Wideen

Director, HR

Tourism Calgary

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Please note: only those selected for an interview will be contacted.