



<b>Position:</b>	On-Site Event Coordinator
<b>Reporting to:</b>	Project Manager

### Description of the position

Assist the Project Manager with the logistics involving the services of the contracted suppliers during the event such as: supervising gala evenings, welcoming people to the airport and coordinating their transportation, accompanying groups on activities and tours, managing the registration of participants on-site or ensuring a presence at the information desk, etc. The tasks are many and varied. All while being surrounded by a dynamic and professional team, become a freelance coordinator, and get a taste of the world of events!

### Examples of tasks and responsibilities

- Welcome participants at the airport or the event venue and give them their name badge and documentation;
- Provide customer service at the hospitality desk;
- Tour the meeting rooms to verify the compliance of the set ups and services detailed in the event scenario and banquet event orders (i.e.: number of tables / chairs, stage size, audio-visual installations, food and drinks, etc.);
- Respond to exhibitor questions when installing their booths;
- Install signage and directions where required and validate that they include the proper information and logos;
- During the event, evaluate, manage and ensure the follow-up of any additional or last-minute on-site requests according to the guidelines established;
- Inform all concerned stakeholders of the changes made;
- Meet and ensure that artists, speakers, and VIPs are welcomed and have everything they need;
- Make sure that deliveries have arrived at the date and time requested and verify that the content and quantity ordered are valid;
- Ensure customer satisfaction and report to the Project Manager any challenges / complaints, if any;
- Etc.

### Qualifications, requirements & skills

- Be bilingual (French + English);
- Enjoy teamwork, encourage positivity and good humor, communicate and treat other team members with respect and remain available to help;
- Capable of working in an environment under pressure that requires quick reactions and a keen sense of initiative;
- Be structured, methodical, efficient & rigorous to detail;
- Passionate and able to adapt quickly to unforeseen changes;

- Have tact, patience and always treat customers with respect;
- Well-groomed and professional demeanor;
- First aid training (red cross or other) is an asset;
- Respect the deadlines provided and respond quickly according to the established criteria (i.e. confirmation of availability for events, contract signature, sending invoice fees and post event summary/comments report, etc...);
- Hold a valid passport for out-of-country events.

Although experience in corporate event planning is an asset, it is not a requirement. Our freelancers can come from different professional backgrounds and with a wealth of experience.

### Working conditions

- Casual position (not permanent).
- A minimum of 10h to 12h per day which can sometimes be split.
- May include day, evening, and weekend schedules.
- Sometimes requires working outdoors in various weather conditions.

### Physical Conditions

This position is physically demanding and requires excellent physical fitness. Most of the day involves standing with occasional short breaks for meals, box handling and deliveries (not dangerously heavy items however), and short periods to get from one place to another, often on foot.

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If you fit this description and are interested in being an occasional **OPEN SKIES EVENTS** on-site coordinator, send your resume along with a letter of intent to:

[stephanie@openskiesevents.com](mailto:stephanie@openskiesevents.com)

***No phone calls please.  
Only successful candidates will be contacted for an interview.***