

Position Title: MANAGER, PROGRAM AND SPEAKERS
Department: Events
Reports to: Director, Sponsorship and Events
Position type: Contract

Join a fast-paced, dynamic team responsible for the planning and delivery of the largest technology conference in Western Canada. The two-day technology event will inspire thousands with the latest ideas and innovations from leading global tech leaders and facilitate cross-sector and cross-border connections - while showcasing BC's vibrant and fast-growing technology community. The 3rd annual event will take place in May 2018.

The **MANAGER, PROGRAM AND SPEAKERS** is responsible for overall content development and execution of the conference program and agenda, including all speakers. This is a highly strategic role reporting to the Director, Sponsorships and Events. The successful candidate will possess excellent communication skills as the primary point of contact for all conference speakers including CEOs, high-level executives and both local and global technology leaders in the creation and assembly of a world-class, industry-leading and diverse speaker line-up.

This role requires a big thinker with a strong interest in technology and an overall sense of emerging global trends and its impact today on industry and the way we live, work and play today and in the future.

If you're highly organized, enjoy research and collaboration within a tight-knit, high-performing team, submit your application today!

DUTIES AND RESPONSIBILITIES:

- Work closely with the Director of Sponsorship & Events and Steering Committee to compile a thought-provoking program, ensuring content and sessions remain focused on overall strategic objectives.
- Provide input to write compelling session titles and descriptions.
- Research of current technology trends, platforms, issues and key players in BC, Canada and beyond.
- Maintain speaker lists, evolving program and conference agenda.
- Prepare documentation including content for weekly status reports and Steering Committee.
- Draft speaker invitation letters, speaker contracts and manage fulfilment.
- Work with Event Director and the sponsorship team to identify appropriate thought leadership and content opportunities.
- Manage communications with potential and confirmed speakers including invitations, confirmations and on-site requirements.
- Serve as overall speaker liaison including communicating with speakers and their staff surrounding their participation at events and shaping their presentations via email, phone or as otherwise required.
- Manage speaker tracking, collection of bios and photos, session descriptions and edits.
- Keep event team up-to-date on speaker/program status, updates and changes to overall program.
- Work with Marketing to ensure all program information is shared for populating marketing and on-site materials and ensure accuracy and quality control.

- Manage on-site operations and on-site team for program delivery including liaison with the Speaker Centre, backstage management of the main session room and support for all ancillary and breakout rooms.

OTHER:

- Speaker tracking and reporting.
- Material delivery tracking from each speaker.
- Work with designer and delivery partners on the printed programs and the mobile app.

QUALIFICATIONS:

- Post-secondary degree in event management, marketing or communications or an equivalent combination of education and experience.
- 5 to 7 years minimum of related work experience in a conference delivery function.
- Interest in conference design and the burgeoning field of technology.

SKILLS:

- Excellent organizational and project management skills, ability to multi-task and work under deadline with strong attention to detail.
- Government relations and communications and asset.
- Excellent verbal and written communications skills and the ability to communicate effectively with all levels of staff, executives, executive assistants, government and stakeholders.
- Ability to establish and build strong working relationships with a variety of stakeholders.
- Ability to work longer hours at peak times during the event's planning cycle while maintaining a positive attitude.
- Flexibility and understanding there are many stakeholders to accommodate and we have to work together towards success
- Relevant connections within BC's technology community and network an asset.
- Event organization experience an asset (ranges from coordinating speaking opportunities to delivering small to large events).
- Ability to work independently on a project or in a team environment.
- Experience managing budgets.
- Advanced knowledge of MS Office software (Word, Excel, PowerPoint, Outlook).

Compensation: Commensurate with experience.

Duration: October 15, 2017 – June 15, 2018

How to Apply: Please forward your CV and Covering Letter to info@bctechsummit.ca by September 22, 2017. Please include "**Manager, Program and Speakers**" in the subject line.

We thank all candidates for their applications; however, only candidates selected for an interview will be contacted.