



FOUR HOST FIRST NATIONS

LIL'WAT | MUSQUEAM | SQUAMISH | TSLEIL-WAUTUTH

Position Description

Team Lead, Events

Contract Position: 2 months full-time starting 01Jan2010

Reporting to: Events Manager, 2010 Aboriginal Pavilion

1 Position

Position Description

Assisting and coordinating the work of Event Managers and Event Coordinators, the Team Lead, Events will ensure a smooth delivery of event strategies and pre-games event planning in consultation with internal and external groups. Efficiently coordinate event elements and Event Volunteers at the 2010 Aboriginal Pavilion. These positions will be part of a team delivering a well hosted, world class visitor experience.

This is an evolving position and responsibilities may shift over time. Titles may be adjusted from time to time to accurately reflect responsibilities.

Responsibilities:

- Liaise, oversee and help coordinate all pre-games event planning with key Event Managers including, but not limited to, preview days, event gala, sponsor activations, FHFN theme days.
- In coordination with the Director, Business Showcase and Artisan Village, the Team Lead, Events will also be responsible for assisting in the delivery of business showcase activations, networking events and hospitality located at the Vancouver Community College (VCC).
- Be primary contact/point person for key Event Managers.
- Facilitate meetings with internal and external groups as required.
- Liaise as needed with catering and décor providers.
- Liaise with the Director, Venue Operations to ensure the smooth coordination of events.
- Attend team and Pavilion meetings as required

Position Requirements

Education/Experience

- Two to four years related experience
- Proven track record in successful event and hospitality activations.
- Ability to work in a fast-paced environment managing multiple event files
- Strong organizational and time management skills
- Previous experience coordinating event teams in the delivery of an event or showcase
- Experience in logistical problem solving where internal or external personality conflicts are dealt with in a diplomatic and fair manner – conflict resolution
- Previous experience with Aboriginal events and hospitality preferred
- Evening and weekend work scheduling required





FOUR HOST FIRST NATIONS

LIL'WAT | MUSQUEAM | SQUAMISH | TSLEIL-WAUTUTH

Certificates, Designations, Languages required

N/A

Physical requirements

N/A

Applications

Resume with three references including contact information must be submitted.

**Submission Deadline: November 28, 2009 at 4:00 p.m. Pacific Time
(Please make submissions via email or fax)**

Address:

Karyn Holyk, GM 2010 Aboriginal Pavilion
Four Host First Nations Secretariat (FHFNS)
610 – 100 Park Royal
West Vancouver, British Columbia, V7T 1A2

Fax: 604.913.1815

Email: karyn@orcacreative.com

