

Convention and Special Events Planner

Goodkey Show Services Ltd.

Job ID
37848

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LOCATION	DATE POSTED	EXPIRY DATE	
Clearmile Ave, Red Deer County, AB Alberta	11-08-2025	14-08-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 27.50	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Employer: Goodkey Show Services Ltd.

Position: Convention and Special Events Planner

Location: Clearmile Ave, Red Deer County, AB T0M 1R0 (on-site only; no remote option)

Compensation: \$27.50 hourly; 30 to 40 hours per week

Employment type: Term or contract; full time

Start date: As soon as possible

Schedule: Early morning, morning, day, evening, night, shift, on call, weekend; overtime available

Vacancies: 1

Benefits: Health benefits; paramedical services coverage

Language: English

Education: Secondary school graduation certificate or equivalent experience

Experience: 1 year to less than 2 years

Willing to relocate: Yes

Work authorization: Must be legally entitled to work in Canada

Responsibilities: Develop risk management plans; promote conference and meeting services or special events; develop and monitor emergency security plans; inspect and select sites; develop marketing and communication plans; develop media strategies and public relations activities; recruit, hire and supervise staff and/or volunteers; prepare, present and manage budgets; develop financial procedures; develop sponsorship, partnership or fundraising programs; solicit event donors; review bids and negotiate costs; determine requirements for hospitality services, signage, multi-media equipment, printing and other technical services, and arrange for and manage contracts for these services; arrange for production or purchase of promotional products; arrange for shipping, receiving and storage; assist in budget preparation; assist in site selection and attend to related details; co-ordinate and monitor conference and meeting activities and attend to related details; co-ordinate media services; co-ordinate set-ups, staging, seating, parking, communication systems and other details for special events; confirm and co-ordinate speakers; implement registration systems; implement social programs, food and beverage, transportation and other services; set up and monitor, or arrange for the setting up and monitoring of multi-media equipment; plan and arrange for accommodation and transportation services; plan and arrange for trade shows and exhibits; plan schedules, goals and objectives; develop registration systems and information materials; plan for

required documentation and for pre- and post-distribution of documentation (itineraries, evaluations, etc.); research and design special events programs; plan for VIP arrangements; plan for translation and interpretation services; book facilities for office personnel; plan for traffic and crowd control and security; plan for social events and guest programs; develop policies and procedures and attend to other management responsibilities; prepare final financial and other reports; manage event logistics; plan and oversee webinars; identify human resources requirements; develop and implement business plans.

Supervision: Working groups; staff in various areas of responsibility.

Areas of work experience: Business; community service organization; conference and meeting planning companies; conference centres; convention centre; government department and/or agency; hotel, motel, resort; multi-purpose facilities; professional association or organization; resort; sports and entertainment facilities; tourism associations; trade associations; university or college.

Who can apply: Canadian citizens, permanent residents of Canada, or temporary residents of Canada with a valid work permit. Do not apply if you are not authorized to work in Canada.

How to apply: Email goodkey_jobs@teamcoover.com