

## Job Description: Director of Events, OVATION Awards

**Title:** Director of Events, OVATION Awards

**Location:** Greater Toronto Area / Remote

**Terms:** September 2024 - June 2025

**Hours:** Estimated 5-10 hours per month; (Additional hours may be required at critical times during the project)

**Salary:** This is a volunteer position

### About the Role

IABC Toronto is looking for a Director of Events to join the OVATION Awards team during a milestone year!

2025 marks the 40th anniversary for this legacy event that celebrates the Greater Toronto Area's top communications talent. As the Director of Events, you'll oversee the planning and logistics with the support of a talented and experienced team.

This is a great opportunity for intermediate and senior communicators to leave your mark.

### Responsibilities

- Collaborate with VP, OVATION Awards and nd Executive Director on the planning of the event held annually in the spring.
- Develop a detailed workback schedule/project plan
- Help execute event logistics such as location scouting, contract negotiations, venue preparations, presentation materials, decor and more
- Work closely with Director of Marketing to develop marketing materials
- Coordinate with volunteers and vendors and serve as liaison to VP
- Work closely with the sponsorships team to secure event sponsors
- Collaborate with core team to innovate and celebrate the major milestone
- Keep internal collaborators informed of projects and progress and identify when extra support is needed
- Troubleshoot any issues that may arise throughout the project and during the awards show

### Top Reasons to Apply

1. Leave your mark on this legacy event
2. Network and collaborate with an incredible team of industry professionals
3. Hone your event management skills and create strong portfolio pieces
4. Show off your skills to potential employers/clients

### Requirements

- Must have an active IABC Toronto membership

- A strong attention to detail
- An innovative and creative thinker
- Strong time management skills

### **Skills Considered Advantageous**

- 5+ years of communications/marketing experience
- Proven success in event planning/coordination

### **About Us**

IABC Toronto is the world's largest IABC chapter. IABC is recognized as the professional association of choice for communicators and is committed towards establishing and supporting the highest professional standards of quality and innovation in organizational communication.

### **Apply in two easy steps**

1. Fill out our [volunteer application](#) found here
2. Send an email to [toronto-volunteers@iabc.to](mailto:toronto-volunteers@iabc.to) indicating what position you're interested in