

## Lead, Events Position Description

Last updated 11 November 2010

### Background

For concerned citizens and influential thinkers and doers, the **McMaster Health Forum** strives to be a world-leading hub for improving health outcomes through collective problem solving. Operating at the regional/provincial level and at national levels, the Forum harnesses information, convenes stakeholders and prepares action-oriented leaders to meet pressing health issues creatively. The Forum acts as an agent of change by empowering stakeholders to set agendas, take well-considered actions, and communicate the rationale for actions effectively. [www.mcmasterhealthforum.org](http://www.mcmasterhealthforum.org)

The Forum develops and implements a number of innovative programs, some of which include specific projects that require event planning and management: *Stakeholder Dialogues* that bring together policymakers, community leaders, citizens and researchers for off-the-record deliberations about pressing health challenges; *Faculty-led Dialogues and Debates* that address the scientific issues arising in the study of major health-related challenges; *Public Talks*, where feature guest speakers address pressing health challenges in front of audiences of up to 150 students, faculty, and community members.

Each of these projects involve partnership and sponsorship development, consultations with project partners, actual events (some are by invitation only, others are public events), and a number of post event activities. A Steering Committee made up of Forum staff and partner representatives oversees each project. Events are typically held at the McMaster Health Forum in Hamilton.

### Description of role

The position of Lead, Events requires a resourceful, motivated and results-oriented professional with more than three years experience in project management and event planning. The Lead, Events will report to the Managing Director, will work closely with the entire staff team, and will interact with a variety of internal and external partners, collaborators, suppliers and consultants.

The Lead, Events will coordinate specific aspects of Forum projects and events, which include:

- Project management, planning and budgeting for events
  - Development of specific event plans to cover event logistics, timeline and critical path, as well as contingency elements. This will be done in conjunction with an overall plan for the entire project, prepared by the staff and the Steering Committee;
  - Development and of event-specific budgets, on-going budget monitoring and reporting;
  - Collaboration with other individuals and groups based on anticipated task interdependencies;
  - Training and coordination of temporary staff, students and volunteers on matters related to events;
  - Regular reporting on the status of event planning and implementation
  - Final report on actual versus planned event expenses.
- Event logistics
  - Management of invitee lists, invitations and RSVP processes;
  - Coordination of all travel and accommodation arrangements for event participants;
  - Coordination of expense claims, reimbursements and supplier payments;
  - Preparation (print, bind, etc.) and distribution of event materials to confirmed participants;

- Booking and confirmation of event venues, preparation of venue to ensure appropriate furniture, audio-visual support, other tools (flipcharts, writing material, delegate units, simultaneous translation equipment, etc.) are set-up;
  - Coordination of all catering-related needs;
  - Coordination with printers and other resources for production of materials such as documents, signage, small gifts for participants;
  - Coordination of logistics throughout the event, such as organizing and managing the registration desk, coordinating breaks, group photos, and post-dialogue video interview logistics;
  - Dissemination of post-dialogue and 'thank you' packages to event participants;
  - Provision of event planning and logistics support, as needed, to University groups scheduled to conduct high-profile events at the Forum venue.
- Procedures, tools, resources
    - On-going updating of the event planning and procedures manual;
    - Maintenance and on-going updating of the Forum-specific set of templates for all documents and tools related to event planning and implementation (such as invitation letters, information bulletins, internal event logistics check lists, directions/instructions to dialogue participants, staff and volunteers, etc.);
    - Maintenance and on-going updating of contact information and other data required for project coordination and event management (individual contacts, organizations, suppliers) using the Forum's customer relationship management database, ACT.
  - Other
    - Contribution to other Forum projects and activities as needed.

### Requirements

- University graduate;
- Three (3) or more years of project management and event planning experience;
- Extensive experience in coordinating multiple projects simultaneously and monitoring progress in a continuously evolving project landscape;
- Exceptional, detail-driven event planning and execution, including development and monitoring of timelines and budgets, event evaluation and reporting;
- Exceptional organizational skills;
- Ability to create contingency plans, to anticipate troubleshooting needs, and to identify and engage backup resources for event logistics;
- Ability to work both independently and as part of a team, in a very fast paced environment;
- Excellent communication and interpersonal skills;
- Strong computer skills including proficiency in Word, Excel, Outlook, MS Project, experience in using databases for customer relationship management;
- Evidence of ability to be flexible in approach to meet challenges in an innovative and pragmatic way; flexibility during peak times to work extra hours to accommodate the activities of the Forum;
- Commitment to high standards of professionalism;
- Fair understanding of the Canadian healthcare system and ability to communicate with healthcare stakeholders;
- Although not mandatory, previous experience working with McMaster University is an asset.

### Terms of engagement

Eleven months contract position, with possibility to extend.

### How to apply

Please send your cover letter and resume to Ileana Ciurea, Managing Director, at [ciurea@mcmaster.ca](mailto:ciurea@mcmaster.ca) by 30 November 2010.