**Job Title: Chair, VIP Reception**

**Reports to: Director, Special Events**

**Portfolio: Special Events**

**Scope of Position**

The Chair, VIP Reception is responsible for coordinating and implementing the event plan within the designated budget. The chair will focus on event implementation, logistics, safety, volunteer & guest coordination to deliver a seamless event that aligns with Airdrie 2020’s mandate.

**Key Competencies**

* Planning and organizing
* Communication
* Teamwork
* Networking and relationship building
* Resource and fiscal management
* Adaptability/flexibility

**Responsibilities**

* Plan, coordinate, and manage the VIP Reception held before and after the opening Ceremonies on Friday, February 14, 2020
* Coordinate logistics for the event including invitations, RSVPs, food and beverage, registration, protocol, speeches, entertainment, parking, VIP seating for opening ceremonies, signage and all hosting duties
* Work with protocol liaison to create formal event program with sponsors, dignitaries, government officials, and City of Airdrie
* Conduct safety and risk assessment for the event
* Liaise and communicate with other Airdrie 2020 committees including: transportation, venues, opening ceremonies, communications, protocol, culture and volunteer resources
* Develop and maintain relationships with suppliers, vendors and City of Airdrie
* Liaise with communications team for all communication materials, invitations and signage
* Complete a detailed event report and provide Director, Special Events with all event timelines and plans for Airdrie 2020’s legacy commitment
* Determine volunteer needs, submit requisition forms, schedule and manage volunteers
* Ensure safety orientation is completed by all volunteers
* Demonstrate safe work practices at all times by adhering to all Airdrie 2020 safety policies and procedures and ensuring one’s own safety is preserved along with the safety of co-workers, direct reports and public.
* Be mindful of all safety hazards/concerns within the work environment and ensure all safety issues are reported to the appropriate individuals
* Other related duties as assigned

**Qualifications**

* Strong event management and coordination experience (3+ years), particularly in hosting dignitaries, sponsors and special guests
* Demonstrated skills in developing, planning, organizing and executing events for VIPs
* High attention to detail and ability to deliver high level of customer service
* Experience working with event committees and managing volunteers
* High level of proficiency in Microsoft applications.
* Strong communication skills both written and verbal
* Ability to take on responsibility and use initiative to prioritize and work effectively under pressure and to tight deadlines.
* Innovative problem-solving skills.
* Excellent time management skills.

**Physical Demands**

* Manual dexterity required to use computers
* Walking and standing for extended periods of time.
* Occasional heavy lifting between 10lbs to 50lbs
* Ability to work outdoors in adverse weather conditions
* High-stress, fast paced environment