



## Events Specialist

### About the Royal Aviation Museum of Western Canada

The Royal Aviation Museum of Western Canada (RAMWC) was established in 1974 by a small group of visionaries committed to preserving Canada's distinct aviation heritage. Today, with nearly 100 historic aircraft and more than 70,000 artifacts, texts and photographs, the Museum remains one of Canada's largest and most complete aviation heritage collections. The Museum is currently building a new state-of-the-art facility on the Winnipeg airport campus that is scheduled to open in early 2022 and will be a premier architectural attraction for the City of Winnipeg.

### Position Summary

We are seeking a highly creative, energetic, and organized individual to lead special events at the Royal Aviation Museum. Reporting directly to the Director of Business Operations, this individual must be self-directed, adaptable, and capable of thriving in a fast-paced, small-team environment.

### Key Responsibilities

- Develop organizational deadlines, planning and coordination of all calendar activities designed to continuously build on and augment the museum's world-class image and reputation.
- Lead the planning and execution of all in-person and virtual signature and special events for the organization including the pre-opening events, the grand opening, the Out-of-the-Blue Gala, and annual golf tournament.
- Oversee all event-staff and volunteers including recruitment, coordination, and on-site supervision.
- Establish and manage sub-committees as required, including the recruitment and management of volunteers.
- Work with community and corporate partners to obtain sponsorship, support, and gifts-in-kind.
- Play an active role in prospecting for event sponsorship, participation and donor stewardship activities in collaboration with the Director of Development.
- Maintain a data base related to all events and prepare post-event reports and assessments and communication.
- Work in conjunction with the Director of Marketing on event promotion and public relations.
- Manage the department budget and all event related expenses.

### Selection Criteria

- Post-secondary diploma or degree in related or relevant program.
- 3-5 years experience as an event planner in a corporate or non-profit environment.
- Superior project and event planning experience involving creative development, oversight and logistical monitoring.
- Knowledge of all event-related legal, health and safety obligations and related insurance requirements.
- Experience managing a data base, including CRM management software.
- Philanthropic or non-profit sector experience with a Board preferred.
- Advanced Microsoft Suite required, experience with desktop design software such as Adobe InDesign an asset.
- Exceptional communication skills, highly organized, detail oriented, adaptable, accountable, collaborative and having a strong financial acumen.
- Willing to work occasional evenings, early mornings and limited weekends as required for the successful execution of events, in a flex time environment.

*To apply, send resume and cover letter to [Alora@HarrisLeadership.com](mailto:Alora@HarrisLeadership.com) quoting Project #30122.*