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# **EVENT REGISTRATION/TICKETING COORDINATOR**

A PART-TIME CONTRACT WITH A FLEXIBLE WORK SCHEDULE & AN UPBEAT AND FUN  
WORK ENVIRONMENT

Job Posting: August 2022

## WHAT IS THIS ROLE ALL ABOUT?

Join a team of **PASSIONATE PEOPLE** with a zest for inspired risk who bring **CREATIVE CONCEPTS** to life that achieve business goals and fulfill strategic plans.

You will have one of the most important roles on our team as the first point of contact with event attendees. It's a fast-paced and fun environment where you'll provide input, share ideas, and challenge the rest of our team to help our clients **STAND OUT, CONNECT, INSPIRE** and **LEAD**.

Does our sport-inspired and business-driven team at iSPARK sound like it might be the right fit for you?

Keep reading...





## EVENT REGISTRATION/TICKETING SERVICES: What You'll Do

Here's an overview of how you'll contribute to our client event production & marketing projects. You will:

Research event ticketing platforms and make recommendations on the right ticketing system for each unique event.

Set-up event ticketing systems for each of our events which include conferences and galas and other special events.

Communicate with event attendees and event attendee prospects providing top-level customer service in a timely manner.

Support onsite with virtual or hybrid event execution, as well as support on-site logistics at in-person events.

Develop regular registration reports, reconcile registration payments and track information about event attendees in detailed spreadsheets.

Manage on-site registration services, info/welcome desk at events.

# THE FIT

You will be a great fit as the **Event Registration Coordinator** at iSPARK if ....

- You thrive on going the extra mile to surprise and delight event attendees.
- You can demonstrate you know how to juggle multiple priorities and projects and can adapt in a constantly changing environment.
- You have a proven track record of being able to adhere to strict deadlines.
- You have excellent verbal and written communication skills in English and pay strong attention to detail.
- You are comfortable using new technology, such as event tech platforms, online project management tools, and registration/ticketing systems and digital seating plans.
- You have availability to work during the typical 9 to 5 workday at least 4-8 hours per week + you can be available outside of regular working hours as required for event execution and support.
- You have strong interpersonal skills, confidence, poise, integrity and professionalism.
- You know how to work effectively in a team environment but can also work independently.
- You have a dedicated workspace at home with a computer and basic office equipment.
- You have previous experience in the events industry specifically with managing online event registration systems.
- You are based within a 4-hour drive of the Ottawa-Gatineau region.
- You are currently working as an independent contractor/freelancer and have the bandwidth between November 2022 & May 2023 to take on a new role.



## THIS IS WHO YOU'LL BE WORKING WITH

**iSPARK**  
consulting

You can't do epic sh\*t  
with basic people.



#SparkifyIt

## MORE ABOUT THE ROLE



### The Timeline

November 2022 to May 2023 part-time contract (with possibility of extension)



### The Application Process

Complete our online [iSPARK Careers Questionnaire](#).

## ONE LAST THING ....

Before applying for this role, visit the [CAREERS](#) section of our website to learn more about what it really means to be a 'Sparkifier'.

