



JOB POSTING – SENIOR EVENT MANAGER

Updated February 2, 2025

Job Title: Senior Event Manager

Core Service Area Within iSPARK: Event Production & Marketing

Reports To: iSPARK CEO

Collaborates With: AV & Event Technology Specialist (s), Markcomms Consultants

Location: Remote (work from home) - preference for being within a 4-hour drive of the Ottawa-Gatineau region

Position Type: Contract / Part-Time

Timeframe: 10 months - approximately March 2025 to November 2025 (with possibility of extension)

Compensation: \$40-\$50 CAD per hour - 20 to 120 hours per month

Available Positions: 1

About iSPARK

iSPARK CONSULTING is the leader in leveraging sport as a catalyst for business and economic activity.

Since 2000, we have infused sport associations, destinations, games organizations and private enterprises with the energy, passion, and engagement of sport.

We transform events, sponsorship, marketing, and sport tourism initiatives with winning strategies and flawless execution.

Our professional staff includes seasoned subject-matter experts in sport-inspired strategy, turnkey event production, marketing, communication, design, multimedia, media relations, logistics, and delivery.

We're the best at understanding, integrating, and managing all aspects of events, branding, sponsorships, bids, and activations. We deliver exceptional sport-based and gamified programs with creative genius and flawless execution.



Our services include:

Event Production & Marketing - turnkey sport-inspired events and gamification tactics that IGNITE PASSION and engagement.

Sponsorship Strategy - dynamic, relevant, and memorable sponsorship programs and activations that SPARK HIGH-VALUE RELATIONSHIPS.

Sport Tourism - matching events, venues, and host cities to create synergies that STIMULATE ECONOMIC ACTIVITY.

Coaching & Training - infusing organizations and enterprises with sport-inspired thinking to FIRE UP CREATIVITY in marketing and events teams.

Marketing & Communication - sport-inspired approaches to branding, marketing, and communication that INFUSE BRANDS WITH ENERGY and engagement.

Learn more about iSPARK at www.isparkconsulting.ca.

What to Expect at iSPARK

Working with the team at iSPARK™ means working with a team of PASSIONATE PEOPLE with a zest for inspired risk. We don't do status-quo and we work with others who share our desire to always do it better.

We value PROFESSIONAL EXCELLENCE. We bring together the best talent to collaborate and elevate every project, every client, and every outcome.

We value ENERGETIC EXECUTION. We select enthusiastic people and foster tight-knit teams to tackle goals, turn problems into opportunities, and get sh*t done.

iSPARK Company Culture & Soft Skills

Our team members (aka 'Sparkifiers') must have both the soft and hard skills that align with our brand. The fit is very important to the success of the relationship.

Before you consider joining our team of 'Sparkifiers', here are a few things we'd like you to know:

- WE SPEAK with passion, confidence, and authority. We're not afraid to tell it as we see it and say it like it is if that's what's needed to turn good into great.
- We like to WIN and that means taking LEADERSHIP in the areas where we know we excel.
- We also know we can't do it alone and we value strong TEAMWORK.
- We're COLLABORATIVE, ENCOURAGING, and SUPPORTIVE, leading everyone toward the same goals.
- Our tone is ENERGETIC and FUN. We're not afraid to tell jokes, live on the edge, and make an impact.
- We value PROFESSIONALISM and EXPERTISE, but not at the expense of fun. We're all about sport, after all!



Position Overview - Senior Event Manager

The Senior Event Manager will play a pivotal role in the conceptualization, planning, and execution of 2-3 high-profile, multi-day events in 2025. This role requires a seasoned professional with a passion for creating unforgettable experiences and a strong background in managing complex events. Reporting directly to the CEO, the Senior Event Manager will lead the end-to-end event production process while collaborating with cross-functional teams, clients, and vendors/suppliers to ensure excellence at every stage.

Key Responsibilities of the Senior Event Manager

Strategy: Lead the creative vision, planning, and execution of high-impact events, aligning with client goals and agency standards.

Project Management: Develop and manage comprehensive project timelines, budgets, and deliverables for each event. Ensure all milestones are met on time and within budget using the agency's online project management system, Asana, as a tool.

Client Collaboration: Serve as the primary point of contact for clients, building strong relationships and ensuring their vision and expectations are exceeded and all contractual deliverables in the contract are fulfilled.

Team Leadership: Oversee and mentor junior event coordinators and freelancers, fostering a culture of collaboration and excellence.

Vendor/Supplier Management: Identify, negotiate, and manage contracts for event services with venues, caterers, Audiovisual, décor, and other suppliers to ensure seamless event execution and iSPARK's preferred pricing is passed along to the client. Maintain strong relationships with service providers.

On-Site Execution: Direct all on-site logistics, including setup, tear-down, and real-time day-of troubleshooting, to guarantee flawless execution.

Creative Development: Work closely with the agency's markcomms and creative team to design and implement innovative concepts that elevate the attendee experience.

Post-Event Analysis: Conduct post-event debriefs, evaluate performance metrics, and prepare detailed reports to inform future projects and for transfer of knowledge.

Staffing: Manage and schedule event-day staff and volunteers.

About You

You will be a great fit as a Senior Event Manager at iSPARK if ...

- You have a minimum of 5 years of experience in event production, preferably in an agency, sport, or corporate environment.
- You have a proven track record of managing large-scale, multi-day events with diverse stakeholders.
- You thrive on going the extra mile to surprise and delight event attendees.
- You thrive under pressure and can easily adapt to fast-paced and constantly changing environments.
- You have a proven track record of being able to adhere to strict deadlines and set priorities.
- You have excellent verbal and written communication and presentation skills in English.
- You pay strong attention to detail.



- You are comfortable using technology, such as event tech platforms, online project management tools, cloud storage systems, and registration/ticketing systems and digital seating plans.
- You have availability during the typical 9 to 5 workday Monday to Friday + 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 working as a freelancer or contractor and/or are currently self-employed with bandwidth for a new project/role.
- You have exceptional project management skills, and you are extremely organized.
- You have proficiency with tools such as Asana, Trello, or similar platforms.
- You have strong negotiation and relationship-building skills.
- You are a creative thinker with a keen eye for detail and a passion for innovation.
- You could travel within Canada for events (less than 20% of the time).
- You can lift and carry 40 lbs.
- You are results-oriented and deliver consistently to a high professional standard.
- Excellent decision-making skills with the ability to make recommendations and use good judgment in assessing difficult situations
- You have a passion for contributing to the iSPARK vision and entrepreneurial approach.
- You believe in accountability.
- You exercise initiative and good judgment.

NOTE: Experience or background in sport, health, wellness, or fitness is highly advantageous. This could include specific education, involvement as an athlete, or volunteer work in related fields.

Why Join iSPARK?

Here are a few reasons why you might choose us:

Work from Home - all team members work remotely from their respective home offices across Canada. We meet-up on Zoom regularly, and sometimes connect in-person for pizza lunches, pool breaks, and our must-have guilty pleasure - Suzy Q donuts.

NOTE: If you think pineapple on pizza is offensive you can stop reading here.

Flexible Hours - all team members can choose to work when they are most productive or to accommodate personal training, sports or other wellness activities. We encourage our 'Sparkifiers' to incorporate a balanced work-life blend into their day.

Travel - we offer opportunities for our team members to visit and work in Canadian cities that you may have not explored yet.

Client Referral Bonus - all team members are eligible to receive a cash bonus for referring a new client to iSPARK.

Perks - we provide access to fun and rewarding perks, such as a wellness stipend, summer Fridays off, professional development funds and more. These perks may be integrated incrementally after meeting key performance indicators at 3, 6, or 12 months, as outlined in the employment agreement.



Click [here](#) to experience the spark - watch our who's more likely to video series and scroll our team slideshow to get a feel for our vibe.

Inclusivity = Success

We appreciate different perspectives and unique ways of thinking. We like to say that we don't do vanilla, status quo or beige, so our team members are as varied as our creative approaches to our client's projects. We hire only top talent from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our company stronger.

We pride ourselves on being a woman-owned business and employing a gender-balanced team. We believe in including everyone at the events we produce and on our team. We encourage our clients to do the same. Our inclusive culture inspires us to try new things, speak openly, and be bold.

How to Apply

To apply:

Step 1: Complete our [online Careers Questionnaire](#).

Step 2: Email your resume and a link to your LinkedIn profile to hello@isparkconsulting.ca. Put 'Senior Event Manager 2025 - I'm ALL IN' in the email subject line. If your email subject line is not written exactly like this, you have failed the first test, and you likely will NOT move forward in the hiring process.

Step 3: Send a brief written note, audio file, or a video (under 2 mins) detailing why you're interested in this role and what it is about iSPARK that makes you want to join our team.

Applications will be reviewed on a rolling basis until the position is filled.

