

Signatures

Job Title: Show Manager

Company: Signatures Shows

About Us:

Signatures Shows is Canada's largest and most experienced producer of fine craft shows. Founded in 1980 by two artisans, we now produce, promote, and manage 14 events each year in 10 cities across Canada.

Position Summary:

Are you passionate about events and craftsmanship? Join our dynamic team at Signatures Shows as a Show Manager! We're looking for an energetic and motivated individual to play a crucial role in delivering exceptional events across Canada. As a Show Manager, you will have the opportunity to work closely with our experienced show managers, gaining hands-on experience in event planning and execution. You'll be an essential part of our team, helping to create memorable experiences for artisans and attendees alike. If you thrive in a fast-paced environment and have a keen eye for detail, we want to hear from you!

Key Responsibilities:

- Manage all aspects of event planning and execution.
- Handle email communications with exhibitors and customers.
- Contact and recruit makers and artisans for our shows.
- Coordinate event venues and official suppliers.
- Collaborate with supplier-partners to arrange space, marketing collateral, hotels, equipment rental, and show setup/dismantling.
- Plan technical aspects of special events or presentations within the show.
- Implement logistics plans for cleaning, security, first aid, internet, shipping/receiving, drayage, banner hanging, move-in/out, staff, parking, hotel arrangements, etc.
- Manage exhibitor registration at shows and prepare welcome packages.
- Coordinate with all subcontractors involved in the event.
- Handle booth assignments for exhibitors.
- Prepare exhibitor materials, contracts, and onsite information.
- Oversee the jurying of applications and contracting for the shows.
- Maintain and update inventories and quotas.
- Recruit staff for shows.
- Plan and implement show decorations.

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Qualifications:

- Outgoing and self-driven personality
- Strong organizational and time-management skills
- Excellent verbal and written communication skills
- Ability to handle multiple tasks simultaneously and prioritize effectively
- Attention to detail and problem-solving skills
- Proficient with computers (e.g., Office 365, Mac OS, Acrobat)
- Willingness to travel
- Valid Driver's Licence
- Fluency in both official languages is an asset
- Candidates with previous experience in events will be strongly considered

Employee Benefits:

- **Comprehensive Health and Dental Insurance:** We care about your health and well-being, offering extensive health and dental coverage.
- **Company-Provided Electronics:** You'll receive a company laptop, phone, and phone plan to ensure you have the tools you need to succeed.
- **Generous Vacation:** Take advantage of 15 vacation days per year to rest, recharge, and explore.
- **Overtime:** We value your time and effort. Overtime is compensated with additional days off.
- **Professional Development:** We support your growth with opportunities for training and professional development.
- **Team-Oriented Culture:** Join a supportive and collaborative team that values creativity and innovation.

Pay:

The base salary for this position is between \$55,000 - \$65,000 annually based on experience.

This represents base salary only and does not include other variable compensation components of our total compensation (i.e., annual bonus, commission, etc.). If you are selected to move forward in our recruitment process, your recruiter will discuss additional details of our total rewards program with you.

Note: This is a full-time position primarily based in Toronto, with at-event work required. Exceptional candidates not located in Toronto may be considered for ongoing remote work. Candidates must be located in Canada and be willing to travel as needed for events.