



## JOIN OUR TEAM

CUTA has an immediate job opening for an **Events Planner**. This exciting role is based in CUTA's downtown Toronto office.

## WHO ARE WE?

CUTA's success is measured by the success of our members, the value they gain from membership, and the strength of our collective influence on advancing public transit and integrated urban mobility in Canada.

CUTA members include transit systems across Canada, from Victoria and Vancouver to Halifax and St. John's. Members also include government agencies (federal, provincial, regional, and municipal), business members (companies or persons engaged in the manufacture or sale of transit equipment or services), and affiliates (associations, individuals, and others).

CUTA is an independent, not-for-profit organization with an extensive network of national and international stakeholders. The association is focused on building active partnerships designed to strengthen the transit industry and advance public transit as the core of urban life.

CUTA is recognized as an exceptional place to work that embraces diversity, respect, integrity, collaboration, and innovation. As a valued member of the CUTA team, you and your work will have a pivotal role in delivering quality services to the CUTA membership.

## WHY IS THIS ROLE IMPORTANT?

Reporting to the Director of Membership Success & Events, the successful candidate is responsible for supporting the director in organizing and delivering high-quality CUTA events, including annual conferences, summits, tradeshow, forums, and sponsorship.

As a successful candidate, you will play a key role in raising the profile of CUTA by providing an exceptional experience to CUTA members, and ensuring the financial targets are met or exceeded.

You must have excellent judgment, expertise, and organizational abilities to provide outstanding events planning support. You're a self-starter who meets deadlines. When you start a project, it gets done. You know how to collaborate with multiple partners to finish a project.

## WHAT YOU'LL DO

### **Events Planning**

- Develop and ensure effective processes and logistics for each event including registration, facilities management, and member satisfaction.
- Explore venues for future conferences and tradeshow.
- Negotiate contracts and agreements with hotels and trade show venues.
- Secure sponsorships for conferences and tradeshow.

- Negotiate and execute sponsorship agreements.
- Coordinate tradeshow and detailed site arrangements.
- Coordinate registration and tracking of all exhibitors.
- Prepare various exhibitor information kits.
- Coordinate AV for the entire event.
- Collaborate with speakers, and moderators to ensure their needs are met and the event content is delivered effectively.
- Manage event timelines and ensure all deadlines are met.
- Update and maintain conference data files for tracking purposes and for future use.
- Prepare reconciliation and invoicing for all registration.
- Manage post-events tear-down.
- Conduct post-event evaluations to gather feedback and identify areas for improvement.

### CUTA Committees

- Attend business members' committee meetings as a CUTA staff liaison.
- Organize business evening event for conferences by providing detailed reports on venues, budgets, and activities.

### WHAT YOU'LL BRING TO THE ROLE

You are a self-motivated individual who thrives on challenges. You are an excellent oral and written communicator. You are a team player and are respected among your peers. You welcome the opportunity to work with multiple teams to propose new ideas and help bring those ideas into action. The successful candidate will have:

- A university degree or college diploma in events planning
- A minimum of 3 years of recent relevant experience as an events planner in an association
- Experience in planning corporate events, tradeshows, and auto shows.
- Relevant experience in project management.
- Knowledge of project management software such as Asana.
- Knowledge of Events management software such as PheedLoop, Eventbrite, etc.
- Bilingualism is an asset (English and French)

### WHY YOU SHOULD JOIN US

In this role, you will have the opportunity to work with professional leaders in public transit, nationally and internationally. Working with a passionate team in a multidisciplinary role, you will contribute to an industry at the heart of environmental, social, and urban planning discussions.

At CUTA, we recognize what matters to our employees. We offer a forward-thinking and inclusive workplace culture that expects and rewards curiosity and innovative thinking. We strive to work hard but also have fun! We offer a competitive salary. For more information about us, please visit [www.cutaactu.ca](http://www.cutaactu.ca)

### Interested?

If you would like to apply for this role, please send your resume to [hr@cutaactu.ca](mailto:hr@cutaactu.ca) along with a note explaining why you would be a great addition to the CUTA team! Please apply by **June 20, 2023**.



### ***Accommodation at CUTA***

*At CUTA, we are committed to fostering an inclusive, barrier-free and accessible environment. Part of this commitment includes arranging accommodations to ensure an equitable opportunity to participate in the recruitment and selection process. If you require an accommodation, we will work with you to meet your needs. We welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons living with a disability, and persons who identify in the LGBTQ+ community.*

