



EVENTS & MARKETING MANAGER

We are looking for a new teammate who will join our small but mighty team and take the lead to create memorable experiences for our Club members and the community!

Are you creatively ambitious but also good with numbers? Insanely detailed oriented? Performance driven with a love for marketing and have a knack for planning and executing amazing events? This could be the job for you! We place a strong emphasis on hiring exceptional people and giving them the support, they need to excel in their roles. This role reports to the Executive Director and works very closely with the Restaurant and Catering team.

EMPLOYMENT DETAILS

SEASONAL CONTRACT WITH OPPORTUNITIES IN THE WINTER SEASON.

ANTICIPATED START DATE: May 8, 2023 (or sooner)

END DATE: October 31, 2023

HOURS: Full time hours (with a combination of evening, daytime and weekend work)

WORK LOCATION: Majority of time will be spent at the club with some opportunity to work from home

SALARY: Commensurate with experience with an opportunity for bonus pay based on targeted metrics

JOB DESCRIPTION:

Events

- Source, plan and execute all OTLBC events (Corporate Events, Parties, and more!)
- Facilitate Wedding bookings and liaise with all parties (the Couple, Catering, Wedding Planners)
- Bring in new clients and spread awareness of our amazing venue
- Work with clients to identify their needs and ensure high levels of customer satisfaction
- Proactively handle any arising issues and troubleshoot potential problems on the event day
- Manage incoming event inquiries, undertake venue showings and prepare quotes
- Budget, track costs and prepare reports
- Assist with the Restaurant ~8 hours a week to reconcile point of sale transactions and help with ordering and inventory

Marketing, Communications & Social Media

- Develop and execute marketing & communication plans
- Develop, maintain and execute social media platforms and content to increase engagement
- Coordinate advertisements, brochures, posters and related marketing materials to promote the Clubs products and services
- Assist with promotional materials and writing the Club's Newsletter
- Assist with website content and graphics

OTLBC Merchandise

- Lead on all things merchandise from conception, ordering and selling
- Manage the online merchandise store through Shopify
- Research new trends to make appropriate buying decisions and keep our members in fashion!
- Analyze, track sales and keep up to date reports

QUALIFICATIONS:

- A Post-Secondary Degree / Diploma in either Hospitality, Event Management, Marketing, Communications, Public Relations, or a combination of experience, education and training
- Minimum of 3-5 years of experience working in events, a marketing role with sales experience and/or the recreation industry
- Track record of working collaboratively in a positive team environment
- Great attention to detail and a focus on a high level of client service
- Organized and able to work on several projects concurrently
- A self-motivated individual with demonstrated ability and willingness to create new opportunities
- Excellent writing, editing and proofreading skills
- Exceptional project management capabilities
- Demonstrates good judgment, discretion and diplomacy skills
- You have an energetic, outgoing, and proactive approach.
- Proficient in Microsoft Office (Word, Excel and PowerPoint), Web analytics tools and SEO
- An assets if you are familiar with Open Table, Canva and POS Systems
- English (required), French (ideally)

CONTACT INFORMATION

All interested candidates are asked to submit their resume and cover letter to jobs@otlbc.com. We thank all applicants for their interest in this position however, we will only be contacting those selected for an interview.



THE OTTAWA TENNIS AND LAWN BOWLING CLUB
Your cottage in the city

176 Cameron Avenue, Ottawa, ON K1S 0X5
Phone: 613-730-7207
Email: info@otlbc.com
Web: www.otlbc.com