

Job Title: **EVENTS COORDINATOR**

Location: Cypress Mountain Resort
6000 Cypress Bowl Road, West Vancouver, BC V7V 3N9
604-926-5612 www.cypressmountain.com

Department: Sales & Marketing

Status: Full Time/Year Round (FTYR)

Reports To: Director of Sales & Marketing

Start Date: August 2024

If you thrive in a fast-paced work environment and enjoy the planning, development, production and execution of events, then this is the role for you!

Join the Cypress Mountain Sales & Marketing Team in the Events Coordinator role. The Events Coordinator is responsible for planning, coordinating, and executing all on-mountain and community events. Responsible for all key vendor relationships, demos and entertainment.

DUTIES & RESPONSIBILITIES (include but not limited to the following):

- Book and coordinates entertainment year-round.
 - Responsible for liaising leading up to the event & day-of coordination.
- Establish and own relationships with vendors.
- Lead event ideation and activations to enhance the guest experience.
 - Find & book music and other entertainment.
 - Required to be on-mountain to liaise with these vendors on the day of each event.
 - Ensure content (video & photo) is captured for use on social and the web.
 - Collaborate with the larger team on promotional needs for each event.
- Must be a self-starter, able to bring ideas to the table and execute on them.
- Ability to find unique and different opportunities for events and activations.
- Assist with other Sales & Marketing Department duties when time permits.
- Embrace the company's core values:
 - K.R.P. – Kindness, Respect and Professionalism in every interaction
 - L.E.A.D.S.- Long Term Thinking, Excellence in Execution, Attitude is Everything, Develop Great People and Serve Others.

QUALIFICATIONS/COMPETENCIES:

- 1-3 years experience in event coordination.
- Experience working with performers, vendors, community groups, and partners.
- Excellent written and verbal communication skills.
- Excellent time management and organizational skills.
- Ability to multi-task in a fast-paced environment.
- Evening, weekend and holiday availability (role includes Saturday and Sunday work throughout peak operating months).

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must be able to legally work in Canada.
- Valid driver's license.
- A reliable/insured vehicle with winter tires to get to/from work (shift start/end times are outside shuttle bus hours and no shuttle bus in the off season).

WAGE/BENEFITS:

- Salary: \$50,000
- Annual Bonus Program
- Benefits package
- Skiing/riding/cross country skiing/snowshoeing/snow tubing benefits
- Season pass(es) for immediate family (including spouse and minor children)
- Free Lessons & Discounts in F&B & Big Bear Sports
- FUN work atmosphere in unique environment!

TO APPLY:

Cypress Mountain is an equal opportunity employer and encourages candidates of all backgrounds to apply. If you are passionate about event coordination and thrive in a collaborative environment, we invite you to apply for this exciting opportunity www.cypressmountain.com/employment

The above description is a general overview of the responsibilities of the position but is not intended to be all-encompassing. Additional or alternative responsibilities may be assigned and discussed, depending on the dynamic needs of the department and Cypress Mountain Resort as a whole.