

Job Title	Décor Manager	Organization	Naut'sa mawt Resources Group
Salary	\$80,000	Department	Naut'sa mawt Event Management
Position Type	Full Time, 35 hours per week	Supervisor	Director, Naut'sa mawt Event Management

Position Overview

Guided by values deeply informed by our Indigenous roots, Naut'sa mawt Event Management (NEM) offers event management services that are inherently culturally safe and respectful, and prides ourselves on the continual and respectful integration of Indigenous cultural activities and ceremonies in the events we manage.

Reporting to the Director, Naut'sa mawt Event Management the Decor Manager is responsible for building and managing decor services including managing art inventory (including procurement of art pieces), sales and marketing of décor services to clients, and full scope project management, including logistics management, from beginning to end to support client events for the Events Department at Naut'sa mawt Resources Group. This role will require collaboration with a variety of internal team members, contractors, clients, and other stakeholders to ensure the smooth delivery of decor services, including leadership and development of the décor department, (with a goal to build and business and a team once the foundational groundwork has been created), helping to set strategic direction and business development opportunities.

Responsibilities:

The position is responsible for the following four (4) key functions.

Sales and Marketing

- Promote decor services to potential clients through various marketing channels.
- Develop and implement sales strategies to increase client base and revenue.
- Respond to Requests for Proposal (RFPs) and provide potential clients with quotations for decor services.
- Collaborate with the Director and the marketing team to develop communications and marketing strategies to concisely promote services.
- Ensure that all information on the NEM website regarding decor services is up to date.

Strategic Development & Planning

- Lead and develop the decor department, with a goal to build a business and a team once the foundational groundwork has been created.
- Set strategic direction and identify business development opportunities, including other markets or increasing the art collection.
- Collaborate with internal team members, contractors, clients, and other stakeholders to ensure the smooth delivery of decor services

Project Management

- Manage the full scope of decor projects, including logistics management, from beginning to end.
- Acquire a detailed assessment of client needs and ensure timely delivery.
- Set clear and reasonable expectations guided by contract deliverables and a thorough work plan to assist in meeting project goals and deadlines.
- Adhere to client budgets and maintain accurate records of expenses and invoices.
- Attend regular client meetings and promptly address any edits or feedback requested by the client.
- Be present onsite when necessary to ensure the smooth delivery of services, including set up and take down of art and other event equipment/materials.

Financial and Administrative duties

- Adhere to department budgets and maintaining accurate records of expenses and invoices collected.
- Maintain electronic and hard copy filing system.

- Open, sort, scan, copy, email, and distribute incoming/outgoing correspondence/documents, when applicable.
- Accurate update of information into company CRM.
- Attend departmental meetings, staff meetings and events as required.
- Other duties as assigned.

Critical Skills:

- Understanding, knowledge and respect for Indigenous cultures, arts, with knowledge of diverse cultural practices and protocols.
- Proficient reading and writing skills, including strong business development skills.
- Excellent interpersonal and communication skills (oral and written), with ability to present information to small and large groups, in person or online environments.
- Active listening skills and ability to synthesize data for client specifications.
- Supervise and lead others (contractors/teams) effectively, being a champion, providing guidance/mentorship and maintaining a culturally sensitive environment.
- Maintain strict confidentiality and exercises sound judgment and discretion when dealing with sensitive issues.
- Project management abilities with the capacity to prioritize and delegate tasks, under tight and/or competing deadlines and effective critical analysis and problem-solving skills.
- Collaborative worker with an ability to adapt within a dynamic and complex team setting.
- Interact professionally and effectively with a variety of partners from varying communities, academic, government, and community agencies.

Education and Experience:

Required:

- 7+ years of experience with project management, in small to large events, with logistical components.
- 1 – 2 years of experience working with Indigenous art, communities and multicultural, diverse populations.
- 2 - 3 years of experience building a new business area, including sales and marketing experience.
- 1 - 2 years of experience with, or capacity for, supervising staff/contractors, training, and coaching/mentoring.
- Experience with Word, Google docs, and Adobe Acrobat Reader.
- Proficiency in using computers: Microsoft 365, Microsoft Word, Excel, Outlook, PowerPoint, and telework platforms (MS Teams, Zoom).

Preferred:

- Bachelor's degree or diploma in a relevant field such as Art, Interior Design, Business, Events Planning, or related field.