



Job Title	Senior Event Manager	Organization	Naut’sa mawt Event Management
Salary	\$85,000 - \$90,000	Department	Event Planning
Position Type	Temporary Maternity Leave Coverage - 35 hours per week	Supervisor	Director, Event Planning
How to Apply	Please send your resume and cover letter to stambur@nautsamawt.com		
Position Focus For more than 25 years, Naut’sa mawt Event Management has had the honour of supporting many of the most significant events impacting Indigenous Peoples and communities across Canada. Through our Event Planning, Reporting and Art and Experience departments, we help bring people together to build a better future, guiding every project with cultural safety, care, and trauma-informed practice. The Senior Event Manager is responsible for managing project teams as they plan and execute events, identifying and responding to sales opportunities, and ensuring operations team outputs meet Naut’sa mawt Event Management standards of customer service. The Senior Event Manager will work closely with the Director, Event Planning to achieve priorities, while ensuring operational excellence and cultural integrity across all NEM events.			
Accountability Reporting to the Director, Event Planning, the Senior Event Manager will be responsible for supervising assigned Naut’sa mawt Event Department staff members, contributing to internal initiatives, and supporting the department in achieving departmental operational and revenue targets. The Senior Event Manager may also be assigned to oversee larger event contracts, as needed.			
Responsibilities			



- Management of assigned Naut'sa mawt Event Management employees, including Event Managers, Event Coordinators and Events Assistants. Management of these staff members will involve:
 - Assisting Director, Event Planning in reviewing resumes, conducting interviews, and onboarding as needed
 - Training, and management of Naut'sa mawt Event Management employees who are assigned as direct reports.
 - Approving biweekly timesheets and expenses for direct reports and submitting to Finance Department, Director, and President Naut'sa mawt Event Management
 - Participate in weekly one-on-one meetings with direct reports in order to delegate tasks or events, supervise their work, ensure customer service standards are being upheld, and to provide guidance, constructive feedback and support.
 - Maintaining strict confidentiality and exercises sound judgment and discretion when dealing with sensitive issues
- Contributing to the strategic growth and sales leadership of Naut'sa mawt Event Management through:
 - Proactively identifying, monitoring, and pursuing sales opportunities, including Requests for Proposals (RFPs), partnerships, and new client relationships
 - Leading the development of proposals and submissions, including drafting workplans, project approaches, and supporting materials, in alignment with direction from the Director, Event Planning
 - Acting as the sales lead on assigned opportunities, shaping overall approach, scope, and positioning, and supporting a smooth transition to delivery teams upon award
 - Building and strengthening relationships through ongoing networking, outreach, and attendance at conferences and industry events, as needed



- Identifying and advancing opportunities for cross-collaboration across Naut'sa mawt departments to enhance service offerings and proposal strength
 - Supporting broader sales and marketing initiatives, including drafting communications, proposal templates, and promotional materials as requested.
- Supporting Naut'sa mawt Event Management by providing strategic oversight and leadership on large-scale projects. Responsibilities may include, but are not limited to:
 - Providing senior-level oversight on complex, high-profile, or multi-year contracts to ensure projects remain on track, aligned with client objectives, and delivered to a high standard
 - Overseeing event execution, ensuring all client deliverables are met and critical deadlines are upheld
 - Reviewing and guiding the development of event work plans/critical path documents, including deliverables, timelines, responsibilities, and budgets, to support effective delegation and progress tracking
 - Providing strategic direction to Event Managers and project teams, including guidance on task delegation, prioritization, and maintaining high standards of client service
 - Providing senior-level cultural guidance to clients and internal teams to ensure event programming is inclusive, respectful, and aligned with Indigenous cultural practices
 - Supporting coordination with other departments for large or complex engagements, ensuring alignment on scope, format, and deliverables
 - Overseeing budget management on large and/or multi-year projects, ensuring financial alignment while monitoring high-level expense tracking and invoicing processes
 - Identifying opportunities for improvement and innovation across large-scale projects and supporting implementation of best practices across the team



- For events where senior oversight is required, on-site responsibilities may include:
 - Supporting Event Managers by providing leadership presence onsite, including guiding team briefings, walkthroughs, and prioritization of key risk areas
 - Overseeing the successful delivery of major event milestones and contract deliverables through to completion
 - Ensuring appropriate Indigenous cultural protocols are upheld throughout the event, including respectful engagement with Elders, Chiefs, and knowledge holders, and proper coordination of honoraria where applicable
- Performance of professional administrative and clerical duties in accordance with Naut'sa mawt Event Management approved practices, policies, and service standards including:
 - Maintaining accurate update of electronic/hard copy filing system and company CRM (Monday.com)
 - Opens, sorts, scans, copies, emails, and distributes incoming/outgoing correspondence/documents when applicable.
 - Participation in staff meetings, one-one meetings, staff retreats, strategic planning sessions and other staff events as requested by Director, Event Planning
 - Participating in Indigenous cultural training and remaining up to date on Indigenous cultural practices, traditions, and best practices in event management, in order to enhance the representation and experience of Indigenous events.
 - Monitors areas of responsibility for opportunities for improvement and innovation and work proactively to implement these ideas
 - Carrying out other duties as assigned that are essential to the position as directed

Education and Professional Experience



- Completed bachelor's degree and/or certificate or diploma in event management is required.
- Minimum 5+ years' experience in event sales and coordination
- Experience managing teams in a project-based environment
- Proficient in Adobe Acrobat, Canva and Microsoft Suite programs including Teams, Word, Excel and PowerPoint
- Experience working on a variety of virtual event platforms such as Cvent, Zoom, Microsoft Teams etc. is considered an asset.
- Experience working with Indigenous communities considered an asset

Knowledge, Skills, and Abilities

- Working knowledge of various processes related to project and event management.
- Ability to work independently with limited direction and act on own initiative.
- Proactive and able to manage multiple functions and projects while meeting deadlines.
- Excellent leadership skills with the ability to provide clear, concise, and respectful direction to team members or contractors.
- Sound analytical thinking when working under pressure with excellent conflict resolution skills, managing difficult situations with positive results.
- Ability to provide, obtain or follow clear, concise, and accurate information orally and in writing (including spelling, grammar, context, and structure)
- Excellent interpersonal and communication skills, both written and spoken

Other

- Willingness to travel Canada-wide for events
- May be required to work nights, weekends, and holidays on occasion



- Follow Naut'sa mawt Tribal Council policies and procedures
- Note: This is a remote position for those located within the Lower Mainland BC or Vancouver Island area. The ability to attend meetings in person within this area is required.