

Ticketwindow Inc  
201 King Street St. London, ON. N6A 2T4

Fax: 1-888-463-2058  
Telephone: (519). 434. 9700



## Project Manager | Event Planner

We are looking for an exceptionally organized individual with a passion for live events. This position is part-time or contract work to begin. ( unless you have just graduated, then there may be a grant for full time work.) You will work from our office on occasion but mostly from your own home office.

**Compensation Range:** Salary will commensurate with experience.

## Job Description

Your core role is to manage current and new projects from beginning to end to include

- ✓ create time line, budgets, and project plans
- ✓ choose and work with required staff and needed expertise
- ✓ make telephone calls, in-person visits to client to assess needs and evaluate satisfaction
- ✓ communicate with project staff as needed to ensure project meets deadline and budget
- ✓ respond to crises situations as required
- ✓ put out fires and pull rabbits out of a hat

## Education and Skills

### NECESSARY

- able to monitor logistics
- able to communicate with team
- Excellent written and oral communication skills
- Project Management Education & Experience
- Research and development experience
- Must be results oriented
- Experience in live event industry

### PREFERRED

- creative thinker
- Tech-savvy (Sugar / Xmind)
- Event Planner Skills
- some understanding of programming
- some design experience
- Must be able to work independently

## Personal Qualities

**And it helps a lot if you are:**

- ✓ Passionate (this is first on the list for a reason)
- ✓ Have excellent follow up and attention to details
- ✓ Willingness to learn all aspects of the ticketing industry
- ✓ Professional but not stuffy
- ✓ A lifetime learner

## To Apply

The successful Project Manager at Ticketwindow Inc will create their own path to success. The quicker we can push projects through to successful conclusions the more we can take on. Expect to work in an open, collaborative, team environment, participating in company events, working together on large projects, attending live events, maintaining successful relationships with your coworkers, and other sales team members.

If you want the fun and feel of a start-up company, but the solid management and resources of an established business, we may be the place for you. Please email your resume and cover letter to [office@ticketwindow.ca](mailto:office@ticketwindow.ca)

or mail: Ticketwindow Inc. 201 King Street, London ON. N6A 2T4