



Are we looking for you? Or are you looking for us? We are looking for...

The Position – Technical Project Manager for Virtual and Hybrid Events (Fulltime or Contract (minimum 4 months)) for immediate start

The Office – Our staff is currently working remotely

Location: Canada, preferably Vancouver

email: careers@icsevents.com

www.icsevents.com

The Office Culture

We take pride in our people and our work. We are committed to our company's success. We trust, support and empower each other to be accountable to each member of our team. We are committed to honest but constructive dialogue with all stakeholders. We can work independently within an evolving framework. We are passionate about providing exceptional service and solutions to our clients. We are professional and preppy dressers. We work in a fun and engaging environment. We gather for and participate in daily huddles, team building entertainment, themed potlucks, and out of office activities – all of them virtual right now of course. Become one of us because we are “connecting people to facilitate change in the world.”

The Technical Project Manager will work as an integral part of our fast-growing virtual team building out and hosting virtual events. The candidate will have experience in serving as the technical project lead on virtual events, spanning multiple virtual platforms (ie HD broadcast, VMIX, Zoom, WebEx, 6Connex, On24, Intrado, etc). The role will provide internal staff and clients with an understanding of technical requirements to create virtual events and provide training and live day support. You will provide leadership and direction on the technical implications of recordings, live streams and live day production of all our virtual events.

Responsibilities

- Be the in-house Subject Matter Expert for webcasting technology for virtual and hybrid events
- Continuously improve our approach and execution of virtual and hybrid events through technology and process

- Collaborate with vendors to build API integrations between existing/in house systems and third-party providers
- Assist in training the event production team and developing procedures and templates for the live production of webcasts, live streams and recordings
- Run the live production of webcasts, virtual and hybrid events including onsite assistance

EDUCATION AND EXPERIENCE

- 5+ years digital media, content production, project management
- 3+ years experience with virtual event platforms a plus
- 3+ years working with broadcast equipment, ie TriCaster TC1 switch, preferred
- Digital event production background (such as webcasting/webinars, AV setups or similar experience) and/or experience with OBS, VMIX, Ecamm Live video streaming software
- Demonstrated expertise with WordPress, audio editing software, video editing
- Strong customer-focus with 3-5 years experience in customer service
- Proficient at using software applications including Microsoft Office products (Excel, PowerPoint), Apple applications, and team project software, knowledge of HTML and Photoshop-type applications
- Excellent organizational and time management skills with strong attention to detail
- Excellent written/oral communication skills with experience moderating groups a plus
- Excellent problem-solving skills.
- Ability to work under pressure while coordinating multiple tasks under tight deadlines
- College degree required

What's next?

Please send your resume and cover letter to careers@icsevents.com.

