

Event Planning Staff

About the Quebec English-Language Production Council

The Quebec English-language Production Council (QEPC) is a not-for-profit organization that represents and advocates for English-speaking film and television producers and creators in Quebec. QEPC supports professional development, industry access, and the growth of a strong and sustainable English-language screen sector, while also advocating and lobbying for the needs of English-language production in Quebec.

About the Initiative: Industry Showcase & Employment Fair

The Film & TV Industry Showcase & Employment Fair is a new QEPC initiative designed to connect job seekers with employers in Quebec's film and television industry. The two-day event will bring together industry employers, professionals, and emerging talent, while creating opportunities for employment, networking, and industry access.

This project is part of The Community Opportunity Fund, an initiative of YES Employment + Entrepreneurship, funded by the Government of Canada's Enabling Fund for Official Language Minority Communities.

Role Purpose

The Event Planning Staff will be responsible for the operational planning and delivery of the two-day Industry Showcase & Employment Fair. Working as a team, these two positions will coordinate the venue, production, program logistics, suppliers, employers, speakers, volunteers, and event-day operations to ensure the event runs smoothly from setup through strike.

Key Responsibilities

Before the Event

- Coordinate with the venue and suppliers.
- Develop and manage floor plans, room layouts, and employer booth layouts.
- Coordinate employer booth requirements, furniture, equipment, and supplies.
- Manage signage, AV, technical, and production requirements.
- Coordinate catering, hospitality, and accessibility requirements.
- Coordinate workshop, presentation, and event schedules.
- Manage speaker logistics and presentation requirements.
- Coordinate registration setup and participant flow.
- Gather and manage employer requirements for the event.
- Plan networking activities and blind speed-interview logistics.

- Coordinate security requirements and other venue-related needs.
- Develop event-day schedules, staffing plans, and the run of show.
- Coordinate volunteer requirements and assignments.

During the Event

- Manage event setup, load-in, and preparation.
- Oversee registration and participant flow.
- Coordinate workshops, presentations, networking activities, and employer programming.
- Support employers and speakers with on-site logistics and requirements.
- Coordinate volunteers and event-day staffing.
- Manage the run of show and ensure programming stays on schedule.
- Troubleshoot operational issues as they arise.
- Coordinate with venue staff, suppliers, security, and technical teams.
- Monitor accessibility, hospitality, and other event requirements.
- Provide on-site operational management throughout the two-day event.

After the Event

- Coordinate event strike, load-out, and return of equipment and materials.
- Ensure venue and supplier requirements are completed.
- Follow up with suppliers and partners on outstanding operational matters.
- Collect and organize event materials, documentation, and relevant records.
- Support post-event evaluation and reporting related to event operations.

Scope of the Role

These two positions will be the primary operational leads for the physical planning and delivery of the event, ensuring that all of the moving parts come together effectively.

The event will involve multiple rooms, approximately 250 participants, employers, speakers, workshops, presentations, networking activities, booths, suppliers, volunteers, and technical requirements. Having two dedicated Event Planning Staff allows the workload to be shared across the significant advance planning required and the intensive on-site management needed during the event.

The roles require strong organizational, communication, problem-solving, and project coordination skills, as well as the ability to manage multiple priorities, work with a range of external partners, and respond quickly to issues in a busy event environment.

Compensation



Quebec English-Language Production Council

Funded by the Government of Canada's
Enabling Fund for Official Language
Minority Communities Program



Salary is commensurate with experience and will be discussed during the interview stage. This is a part-time contract position with a contract starting January 2027 extending through May 2027.

Please send your cover letter relaying your experience for the position and resume to program.engagement.qepc@gmail.com. Deadline to apply: October 2nd, 2026.