

MANAGER, EVENT PLANNING

Full-time Salaried Position

Since opening in 1993, RBC Place London (RBCPL), formerly London Convention Centre, has built a reputation for delivering exceptional service and creating memorable experiences. Our goal is to exceed expectations with every event, and the loyal guests who return time and again are a testament to that success. With 70,000 square feet of versatile event space, we offer a modern, welcoming venue that leaves a lasting impression. RBC Place London is located in downtown London, Ontario, 300 York Street.

Interested in joining an outstanding hospitality team? The Sales & Event Planning department is currently looking for a full-time Manager, Event Planning.

Job Description

As an RBCPL Ambassador, the Manager, Event Planning, supports the RBCPL's strategic plan by obtaining and finalizing all logistical details for events and completion of the Event Order (EO) document. The Manager, Event Planning, may be required to be on site during the event.

Reporting Relationship: Reports directly to the Director, Sales & Event Planning.

Responsibilities

- Works proactively and cooperatively with all departments to provide guidance and support to ensure raving fan experiences for all RBCPL guests.
- Initiate and revise bookings in the booking system.
- Respond to telephone/email inquiries and conduct site inspections.
- Obtain and finalize all logistical details for the event.
- Prepare the Event Order document/floor plans and distribute.
- Meet with clients to recommend menus and plan room configurations.
- Up-selling food and beverage, audiovisual and RBCPL technical services.
- Be on site when necessary to meet the client and make necessary introductions.
- Keep accurate files and update notes of all contractual obligations and revisions in booking system.
- Meet and greet convenor of events to review function details.
- Brief convenor on event.
- Participates in weekly EO meetings to communicate EO details with other departments.
- Participate in daily briefings.

Job Skills and Requirements

- A minimum 2-year Community College diploma with specialized training in event planning or equivalent required.
- A background in hospitality event supervision and 2 – 3 years' experience in catering support or floor supervision preferred.
- Exceptional communication, organizational and inclusive interpersonal skills required.
- Previous experience with convention facility operations an asset.
- Experience with computer software and catering software programs preferred.
- Knowledge of floor plan configuration software programs preferred.

Hours of Work/Working Conditions

Weekend work is required, and daily hours may vary depending on the client and management requirements.

Total Compensation

Salary Range: \$54,734 - \$64,900

Benefits: Health & Dental, STD/LTD, Life Insurance, Dependent Life, Employee Assistance Program, OMERS pension plan, Sick days, Parking, Education Reimbursement, professional membership reimbursement if desirable or requirement of holding a particular position.

How to apply

Interested applicants are asked to email their resume to careers@rbclacelondon.com by **Monday, June 30th, 2025**.

We thank all applicants for their expression of interest; however, only those candidates selected for an interview will be contacted.

Please note: As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please let us know if you require any accommodation.

For more information on RBC Place London, visit our website at www.rbcplacelondon.com or follow us on social media!

