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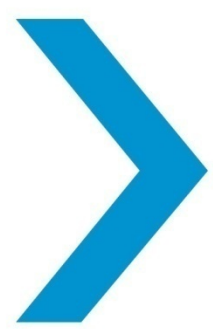
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Position Title and Type:

**Project Manager
Event and Print**

Permanent, Full-Time

Date Posted:
October 19, 2011

Application Deadline:
November 3, 2011

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Project Manager Event and Print

What is the position?

Incite is requesting applications for the Project Manager – Event and Print role.

The position offers an opportunity for a candidate with keen project management and organizational skills to thrive in an exciting work environment.

While experience in both Event and Print management would be considered an asset, Incite will consider strong applicants with a proven track record in only one of these areas.

The successful candidate will be responsible for the following:

Key Roles and Responsibilities

- Participate in event and print project planning; work with team to brainstorm strategies and activities
- Provide strategic project insight
- Provide supplier and/or process insight
- Review, recommend and approve the scope/timeline for event and print projects; identifies specific key milestones and deadlines
- Execute and manage event and print deliverables and timelines according to creative brief, including management of creative team, suppliers, and third party estimates and pricing
- Ensure projects meet timelines and follow projected scope
- Provide updates to team members on project statuses and requirements
- Ensure time spent on projects is accurately entered into time tracking system
- Lead debrief of projects after completion
- Participate in year-end review and brainstorming, scoping and development of renewal plans

Supplier Management:

- In consultation with the Incite Creative team, as required, identify and establish relationships with suppliers from key areas (e.g. print, signage, media, etc.)
- Research options (suppliers, media and processes) for specific projects, making recommendations to Incite's Account Executives and Creative team
- Solicit, compile and compare quotes for specific projects, making recommendations to Incite's Account Executives and clients
- Coordinate Incite's sample library

Event Management:

- Work with Incite's Account Executives to deliver effective events
- Create event plan, timeline and budget in consultation with Account Executives; provide updates to team members on project statuses and requirements
- Manage all logistical details relating to venues, caterers, suppliers, estimates, etc.
- Manage production of all event materials, including invitations, signage, nametags, presentations, etc.
- Provide on-site event support, including set-up, trouble shooting, tear down, etc.

Print Management:

- Work with Incite's Account Executives to deliver effective print projects
- Create and review project timelines in consultation with Account Executives; provide updates to team members on project statuses and requirements
- Provide project recommendations and insight
- Manage suppliers and estimates
- Manage scheduling, design, production and installation of print projects



What does an ideal candidate 'look like'?

In addition to displaying excellence in the role outlined above, the successful candidate must be able to demonstrate proficiency in the following.

- **Communication**
 - An assertive communication style that breeds trust and collaboration
 - Ability to confidently interact with and advise team members, client contacts and suppliers
 - Confidence to be a leader and trusted advisor to coach clients through projects
- **Strong business sense**
 - Love to learn about different industries and marketing activities, and to keep up on trends
 - Through knowledge can identify great opportunities for clients
- **Sound marketing knowledge**
 - Desire to continue to expand knowledge base
 - Degree and/or diploma in marketing or project management
 - 2-3 years of experience in marketing or project management (including experience specific to print management and/or event management)
- **Has a 'Holy Cow!' mind**
 - Proven ability to conceptualize and create in imaginative, out-of-the-ordinary ways
 - Desire to take quality, smart risks
- **Is an Inciter**
 - A great team player with independent drive
 - Brings unique passions and interests to the team
 - Strong work ethic coupled with belief in work-life balance
 - Challenges teammates to grow and also likes to be challenged
- **Personal competencies include:**
 - Iron clad integrity
 - Earns trust of clients and coworkers
 - Keen self awareness
 - Stress management skills
 - Resourcefulness
 - Strategic thinking abilities
 - Solid project management experience

Who is Incite?

At Incite, we are **experts in the creation and delivery of relationship-driven marketing**. Our creative, customized marketing strategies leverage converging media, people, and events to enhance intimacy, improve retention, and measurably improve marketing ROI.

Founded in 1999, Incite works with Clients in the areas of strategy and planning, market research, branding and the ongoing management of their marketing materials and programs. Our flagship marketing program Thrive™ is designed to provide our Clients with an innovative outsourced marketing model that ensures a consistent and ongoing marketing program.

At Incite, we form lasting partnerships with our Clients and are typically engaged throughout the marketing cycle. Incite specializes in working with Clients where the primary objective is identifying innovative marketing opportunities and leveraging long-term relationships with key stakeholders (e.g. Clients, industry associations, employees, referral partners, suppliers, etc.) to capitalize on those opportunities.

Our work with over 200 businesses, industry associations, educational institutions and not-for-profit organizations in Alberta provides valuable insight for our Clients. Our full-time team consists of 30 professionals with expertise in areas of marketing, strategy, branding and creative design.

What are Incite's significant achievements?

- 2009 Winner of Avenue Magazine's Top 40 Under 40 Award
- 2008 Winner of BDC's Young Entrepreneur Award
- 2008 Named in Profit Magazine as Canada's "Next 100" fastest growing companies
- 2008 Named One of Alberta Venture's Fast 50 Growth Champions
- 2007 Winner of 3 Provincial SAM Awards for Communications
- 2007 Profiled in U of A's New Trail Alumni Magazine
- 2005 Alberta's Top 40 Cool Companies Award
- 2005 Employee of the Year Profiled in Alberta Venture Magazine
- 2005 Employee Named to Edmontonians' Sizzling 20 Under 30
- 2004 Profiled in Canada's Marketing Magazine
- 2004 Chamber of Commerce Small Business Owners of the Year Award
- 2003 Expanded Client Base in Western Canada
- 2002 Acquisition of design firm: Dream on Design Company
- 2000 Expansion into new offices in downtown Edmonton
- 1999 Established in Edmonton, Alberta



How can you apply?

Start by compiling the following package of materials:

- Cover letter specifically outlining why you would be a good fit for Incite, including your interest in the Project Manager – Event and Print role and your strengths and weaknesses as they relate to the above job description and requirements, and salary expectations
- Resume highlighting relevant experience and specific skills
- 3 business references

Then send the package via email or mail to:

Ryan Peyton

Director, Resourcing

T: (780) 423-5552 ext. 313

F: (780) 423-6640

E: ryan@incitemarketing.ca

See website for detailed information on Incite: www.incitemarketing.ca