

*The Cathedral
Church
of St. James*

DIOCESE OF TORONTO
ANGLICAN CHURCH OF CANADA



**The Cathedral Church of St. James is hiring a full-time
EVENTS MANAGER**

Are you passionate about event management and looking for an exciting opportunity to make a difference? Join our vibrant and dynamic Cathedral team as an **Events Manager!**

Established over 200 years ago, St. James Cathedral is both the spiritual centre of the Anglican Diocese of Toronto and a treasured, iconic symbol of Canadian Heritage. Located in the heart of downtown Toronto in the vibrant St. Lawrence neighbourhood at Church & King Streets, the historic Cathedral is steps from the financial and entertainment districts.

To the north of the church stands the Cathedral Centre. Built in 1909, the Cathedral Centre was magnificently restored and reopened in late 2012 to meet the diverse needs of an active, vibrant community. The Cathedral Centre is now one of Toronto's premier event spaces for conferences, meetings, product launches, wedding receptions and dinners, and accommodates groups of up to 280, providing customized service for each group, large or small.

We are searching for an Events Manager to oversee the stewardship of our Cathedral and Cathedral Centre facilities, promoting the use of our facilities for both Cathedral ministries and external clients. You'll manage events, bring Arts events to the Cathedral, and work closely with our Canon Missioner and Executive Director to support our mission and financial goals.

If you would like to find out more about this position, please go to the next page for the role description.

For information on the Cathedral, please visit stjamescathedral.ca.

For information on Cathedral Centre Event Venue, please visit sjcceventvenue.ca.

**To apply, please email your resume and cover letter to HumanResources@stjamescathedral.ca.
We'd love to hear from you!**



Events Manager

Role Description

Purpose: The Events Manager oversees the stewardship of the Cathedral and the Cathedral Centre facility for both Cathedral ministries and external clients. The Events Manager promotes the use of the facility to the general public for revenue generation, manages Cathedral events and helps bring Arts events to the Cathedral. Working closely with the Canon Missioner and the Executive Director, the Events Manager will ensure all Cathedral buildings are well used in support of the missional and financial goals of the Cathedral. This role involves responding to venue usage enquiries by administering and coordinating all events and managing the allocation of facility resources while maintaining a high level of customer service standard.

Report to: Executive Director

Key Responsibilities:

Facility Management:

- Create and execute revenue generation strategies for rentals that align with the Cathedral's mission, vision, and values.
- Prepare and manage the annual event budget, monitoring expenses to achieve the Cathedral's financial goals, including agreed-upon revenue targets, number and type of events.
- Proactively network and build mutually beneficial relationships with potential clients.
- Market the venue through diverse communication channels.
- Collaborate closely with the Canon Missioner, Executive Director, and Property Staff for event coordination.
- Maintain the Event Management System for both internal and external clients.
- Manage inventory of facility rental equipment and supplies.
- Respond to venue inquiries and offer selection advice.
- Liaise with preferred vendors to coordinate event elements.
- Leverage vendor partnerships to promote use of the facility.
- Manage booking and organization of event services.
- Develop venue marketing materials and implement sales initiatives.
- Manage internal catering offerings
- Capture post-event feedback for follow-up and client retention.

External Client Facility Rental:

- Confirm and coordinate the setup of functions and meetings.
- Engage with prospective clients to discuss venue needs and conduct tours.
- Negotiate arrangements with clients, ensuring their needs are met.
- Promote and sell the facility to potential clients.
- Prepare rental quotes to clients and follow up with necessary changes.

- Draft Rental Agreements, ensuring all details are accurate, and follow up with clients for execution.
- Collaborate with the Bookkeeper to ensure all rental and related charges are invoiced and paid according to the rental agreements' payment terms.
- Ensure all third-party expenses are invoiced and paid.
- Communicate event details to the Property team well in advance for scheduling staff and facility resources, providing prompt updates as the event date approaches.
- Proactively research potential clients and establish relationships.
- Manage vendor relationships to achieve client service goals and revenue targets.
- Collaborate closely with the Vicar, Administrative Assistant, and Property staff to coordinate weddings and funerals.

Cathedral Ministry Support:

- Facilitate room bookings for all events related to Cathedral Ministry.
- Ensure meetings run smoothly, including booking rooms and confirming catering and AV requests.
- Meet with the Ministry team on regular basis to discuss event venue needs.

Performed other related duties as required.

Knowledge and Skills:

- Demonstrated leadership, marketing, and client service skills.
- Exceptional organizational skills and attention to detail.
- Flexible approach and ability to adapt to last-minute changes.
- Post-secondary degree or diploma in business, marketing, hospitality, or event management.
- Extensive experience in events and venue management.
- Proven Sales and marketing experience.
- Ability to develop and manage vendor relationships.
- Excellent administrative, organizational, scheduling, and time management skills.
- Strong interpersonal and communication skills.
- Experience with budget preparation and tracking.
- Proficiency in Microsoft Office 365 and Event Management Systems.

Personal Characteristics:

- Ability to maintain positive working relationships.
- Outstanding communication skills.
- Anticipate and respond to the needs of staff and clients.
- Ability to work cooperatively and effectively with others.
- Exceptional time management and organizational skills.
- Honest, trustworthy, respectful, flexible, and demonstrating sound work ethics.

Working Conditions:

- Full-time on-site position.
- Flexibility to work occasional early mornings, evenings, and weekends.
- Manual dexterity required to use desktop and peripherals.