

DÉCOR MANAGER

(GREATER VANCOUVER AREA / REMOTE)

\$80,000

ABOUT THE COMPANY

On behalf of our client, Naut'sa mawt Resources Group, we are searching for a Décor Manager to join their team. For over 20 years, Naut'sa mawt Resources Group has been partnering with governments, corporations, communities, and organizations to advance economic reconciliation and pursue opportunities to positively impact Indigenous peoples. Guided by values deeply informed by their Indigenous roots, Naut'sa mawt Event Management offers event management services that are inherently culturally safe and respectful and prides themselves on the continual and respectful integration of Indigenous cultural activities and ceremonies in the events they manage.

ABOUT THE ROLE

Reporting to the Director, Naut'sa mawt Event Management the Décor Manager is responsible for building and managing decor services including managing art inventory (including procurement of art pieces), sales and marketing of décor services to clients, and full scope project management, including logistics management, from beginning to end to support client events for the Events Department at Naut'sa mawt Resources Group. This role will require collaboration with a variety of internal team members, contractors, clients, and other stakeholders to ensure the smooth delivery of décor services, including leadership and development of the décor department, (to build and business and a team once the foundational groundwork has been created), helping to set strategic direction and business development opportunities.

KEY RESPONSIBILITIES

Sales and Marketing

- Promote decor services to potential clients through various marketing channels.
- Develop and implement sales strategies to increase client base and revenue.
- Respond to Requests for Proposals (RFPs) and provide potential clients with quotations for decor services.
- Collaborate with the Director and the marketing team to develop communications and marketing strategies to concisely promote services.
- Ensure that all information on the NEM website regarding decor services is up to date.

Strategic Development & Planning

- Lead and develop the decor department, with a goal to build a business and a team once the foundational groundwork has been created.
- Set strategic direction and identify business development opportunities, including other markets or increasing the art collection.

- Collaborate with internal team members, contractors, clients, and other stakeholders to ensure the smooth delivery of decor services

Project Management

- Manage the full scope of decor projects, including logistics management, from beginning to end.
- Acquire a detailed assessment of client needs and ensure timely delivery.
- Set clear and reasonable expectations guided by contract deliverables and a thorough work plan to assist in meeting project goals and deadlines.
- Adhere to client budgets and maintain accurate records of expenses and invoices.
- Attend regular client meetings and promptly address any edits or feedback requested by the client.
- Be present onsite when necessary to ensure the smooth delivery of services, including set up and take down of art and other event equipment/materials.

Financial and Administrative duties

- Adhere to department budgets and maintain accurate records of expenses and invoices collected.
- Maintain electronic and hard copy filing system.
- Open, sort, scan, copy, email, and distribute incoming/outgoing correspondence/documents, when applicable.
- Accurate update of information into company CRM.
- Attend departmental meetings, staff meetings and events as required.
- Other duties as assigned.

SKILLS AND QUALIFICATIONS

- Understanding, knowledge and respect for Indigenous cultures, and arts, with knowledge of diverse cultural practices and protocols.
- Proficient reading and writing skills, including strong business development skills.
- Excellent interpersonal and communication skills (oral and written), with the ability to present information to small and large groups, in person or online environments.
- Active listening skills and ability to synthesize data for client specifications.
- Supervise and lead others (contractors/teams) effectively, being a champion, providing guidance/mentorship and maintaining a culturally sensitive environment.
- Maintain strict confidentiality and exercise sound judgment and discretion when dealing with sensitive issues.
- Project management abilities with the capacity to prioritize and delegate tasks, under tight and/or competing deadlines and effective critical analysis and problem-solving skills.
- Collaborative worker with an ability to adapt within a dynamic and complex team setting.
- Interact professionally and effectively with a variety of partners from varying communities, academic, government, and community agencies.

EDUCATION AND EXPERIENCE

- Bachelor's degree or diploma in a relevant field such as Art, Interior Design, Business, Events Planning, or a related field is preferred

- 7+ years of experience with project management, in small to large events, with logistical components.
- 2+ years of experience working with Indigenous art, communities and multicultural, diverse populations.
- 2+ years of experience building a new business area, including sales and marketing experience.
- 2+ years of experience with, or capacity for, supervising staff/contractors, training, and coaching/mentoring.
- Experience with Word, Google Docs, and Adobe Acrobat Reader.
- Proficiency in using computers: Microsoft 365, Microsoft Word, Excel, Outlook, PowerPoint, and telework platforms (MS Teams, Zoom).

This is a remote position for those located within the Lower Mainland BC, with the ability to travel anywhere across Canada and flexibility to work nights, weekends, and holidays as needed.

This opportunity will appeal to a Décor Manager who thrives in a fast-paced environment, excels at clear and respectful communication, and can navigate challenges with ease. If you possess strong analytical thinking, outstanding interpersonal skills, and a passion for creating unforgettable events, we invite you to submit your resume to laise.sato@mnp.ca.

While we value the interest of all applicants, only those chosen for interviews will be contacted. To ensure your candidacy receives the attention it deserves, we kindly request that all applications be submitted through MNP's official process. Please refrain from speculative approaches to Naut'sa mawt Resources Group and its esteemed staff members, as such actions will not enhance your application.