

Employment Opportunity

Manager, Events

(Full-time/Permanent - Replacement)

The City of Summerside is seeking a dynamic, organized, and collaborative professional to join our Communications & Events Department as Manager, Events.

This leadership position will play a key role in the continued growth and development of Summerside as a destination for major sporting events, entertainment, festivals, conferences, and celebrations. The Manager, Events will be responsible for overseeing the planning, development, attraction, coordination, and successful delivery of City-led and City-supported events, while strengthening partnerships and identifying new opportunities that generate economic and community benefits.

Working closely with internal departments, event organizers, promoters, community organizations, and industry partners, the successful candidate will help advance Summerside's reputation as a leading event destination in Eastern Canada.

Reporting to: Director of Communications & Events

Key Responsibilities:

- Lead the planning, coordination, and successful delivery of City-led and City-supported events, including sporting events, concerts, festivals, and community celebrations.
- Identify and pursue opportunities to attract new events to Summerside, including preparing hosting bids, proposals, and presentations.
- Manage event budgets, contracts, financial reporting, and revenue-generating opportunities.
- Build and maintain strong relationships with event organizers, promoters, sponsors, tourism partners, and community organizations.
- Supervise and support assigned staff while coordinating event committees, contractors, and volunteers.
- Work collaboratively with City departments and facility operators to coordinate event logistics, venue requirements, and operational planning.
- Support sponsorship development, funding applications, and partnerships that contribute to the success and sustainability of events.
- Collaborate with the Marketing & Communications team on event promotion, ticket sales initiatives, and sponsorship recognition.
- Monitor event performance, attendance, and economic impact to evaluate success and identify opportunities for improvement.
- Represent the City at industry meetings, conferences, and events, while supporting departmental priorities.
- Perform other related duties as assigned.

**Qualifications and Competencies:**

- Post-secondary education in Event Management, Sport Management, Tourism, Business Administration, or a related field, or an equivalent combination of education and relevant experience.
- Three (3) to five (5) years of relevant experience in event planning, event management, sport tourism, entertainment, or a related field.
- Demonstrated experience coordinating events, managing budgets, and working with multiple stakeholders.
- Strong leadership, organizational, and project management skills, with the ability to manage competing priorities.
- Excellent communication, interpersonal, and relationship-building skills.
- Strong problem-solving abilities, sound judgment, and adaptability in a fast-paced environment.
- Ability to work collaboratively with staff, community organizations, government partners, and industry stakeholders.
- Ability to work flexible hours, including occasional evenings and weekends, as required by event schedules.
- Experience in event attraction, sponsorship development, or municipal government would be considered an asset.
- Bilingualism is considered an asset.
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What We Offer:

- Comprehensive employer-paid medical and dental coverage
- Access to 24/7/365 virtual care via the medical provider
- Employer-paid Employee Assistance Program (EAP/EFAP)
- Pension plan
- Three weeks of vacation to start
- Supportive and welcoming work environment in a thriving community

Hours: 40hours per week, with flexibility required to accommodate event schedules.

Salary Range: \$79,608 to \$85,856 annually

How to Apply:

Submit a confidential cover letter and resume outlining your qualifications and interest in the position. Please include "Manager, Events" in the subject line of your email.

Email: jobs@summerside.ca

Deadline to apply: Monday, November 2nd, 2026, by 12:00pm

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

The City of Summerside is committed to creating an inclusive, respectful, and accessible workplace for all employees.