Staff Vacancy: Conference Gala Lead

Each year, Students for the Exploration of Space (SEDS) Canada hosts a conference to bring students and professionals together for a weekend oriented around space. The conference, named Canadian Space Conference, takes place over 3 days, and speakers of various backgrounds are invited to partake in discussion and share their experiences in the space industry. The conference will take place over a weekend, and a concise schedule will be implemented to transition between speakers, networking events, and more.

The Gala Lead will be responsible for planning and executing the Gala portion of the conference with the help of a team. This includes designing an event schedule, arranging check-in logistics, recruiting entertainment, food and beverages for guests. The Gala Lead will be responsible for making sure everything runs smoothly during the event. SEDS-Canada is seeking an individual with strong communication and organizational skills with some prior experience in event planning, managing budgets, and communicating between teams. The Gala Lead works under the leadership of the Conference Lead and the Events Chair.

Primary duties:
- Manage Gala finances and budget requirements
- Assist in creating the event schedule
- Recruit entertainment and catering
- Arrange check-in and coat check logistics
- Establish and communicate policies (e.g. alcohol)
- General management and execution of the Gala

Requirements:
- Time: 3-6 hours/week
- Excellent organizational & communication skills
- Project management skills and ability to maintain timelines
- Experience planning events
- Term: Present to March 2024 with possible contract renewal

While managerial and event planning experience is an asset, the most important fulfillment is a willingness to learn in a fast-paced and professional environment. This is an unpaid volunteer position.

Apply today by filling out the form at bit.ly/apply2seds, and we’ll get back to you at the end of the application window.