



JOB DESCRIPTION

POSITION IDENTIFICATION			
Title	Producer, Event Design		
Position Level	Employee	Date (last revised)	August 7, 2025
Supervisor Title	Director, Event Production		
Status	Full-Time, 1 year contract with potential to extend	Flexible Work Arrangement	Flexible
		Additional Requirement	Fluent in French & English

ORGANIZATIONAL DESCRIPTION
Cantrav Services Inc., is a full-service destination and event management company with a proven record of success delivering meetings, incentive programs, and events across Canada for 40 years. We create, plan, and deliver unforgettable experiences in exceptional destinations across the country, each uniquely designed to foster human connection and leave lasting memories.

DEPARTMENT SUMMARY
The Event production team is responsible for the seamless planning and execution of event design, such as awards galas and welcome receptions, with a focus on full décor design and planning, entertainment and AV, ensuring exceptional delivery and client satisfaction. The division leads the event production strategy, overseeing all aspects from initial design to on-site implementation. By managing logistics, supplier coordination, and client communication, Event production plays a critical role in delivering successful experiences that align with Cantrav's standards of excellence.

JOB OVERVIEW
<p>Through a detail-oriented approach, the Event Design Producer is responsible for the successful design, planning, coordination, and execution of event experiences across the destinations we represent in Quebec and Ontario. This role involves producing all aspects of events, from design creative to costing, supplier and partnership relationship management, client and budget management.</p> <p>The Event Design Producer builds strong relationships within the tourism and hospitality industry, leveraging partnerships with venues, décor, AV, entertainment and other local suppliers to create innovative and memorable programs. With a strategic and solutions-oriented approach, the Event Producer ensures operational excellence while maintaining Cantrav's reputation as a trusted destination expert.</p>

Summary of Qualifications and Job-Specific Competencies	
Experience	<ul style="list-style-type: none"> • The ideal candidate will have 5+ years of experience in the hospitality, tourism, or a related industry, with a strong background in designing, planning and coordinating corporate incentive events. • They must demonstrate the ability to effectively manage client relationships and expectations, ensuring the successful execution of events while maintaining profitability and delivering exceptional experiences
Key job-specific competencies	<ul style="list-style-type: none"> • Proven leadership with the ability to make strategic decisions, manage logistics, and oversee multiple projects while meeting deadlines • Strong understanding of AV and the role it plays in social and business events • Event décor design skills and space planning skills • Strong organizational and communication skills, with keen attention to detail and the ability to prioritize and adapt to shifting business needs • Experience managing supplier relationships, negotiating contracts, and building long-term partnerships • Track record of delivering high-quality events, ensuring accuracy, efficiency, and client satisfaction • Demonstrated problem-solving skills, with expertise in event planning, budgeting, and operational management • Proficiency in Microsoft Excel, Word, and PowerPoint, with the ability to analyze data and streamline processes • Knowledge of the tourism industry is an asset, particularly experience in the Quebec region • Knowledge of Canva, Social table and Viper considered an asset • Ability to lead and train team members, learning and adapting through hands-on experience • Flexibility to work evenings and weekends as required by business operations • Minimum 5 years of experience in event production, or a related management role
Willingness Statement	<ul style="list-style-type: none"> • Performs other, related duties as directed, in keeping with the purpose and accountabilities of the job • Ability to travel domestically as required • Maintains a valid driver's license and has access to a vehicle • Resides within Quebec City or Montreal

Compensation	
	<ul style="list-style-type: none"> • Total compensation is based on qualifications and experience and eligible for employee benefits • This position is eligible for participation in the organization's annual bonus plan.