



## JOB DESCRIPTION – Event Specialist

Updated JULY 2026

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**Job Title:** Event Specialist

**Core Service Area Within iSPARK:** Event Production & Marketing

**Reports To:** Experiences Manager and/or Senior Event Manager

**Collaborates With:** AV & Event Technology Specialist (s), Markcomms Consultants

**Location:** Remote (work from home with travel to events as required)

**Position Type:** Contract / Casual / Part-Time

**Timeframe:** 12 months – Summer 2026 to Summer 2027 (with possibility of extension)

**Compensation:** \$25 to \$30 CAD per hour – ranging from 10 hrs per month to up to 50 hours per month (during peak cycles)

**Available Positions:** 1

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### About iSPARK®

At iSPARK Consulting, we bring the energy of sport and the discipline of business to every project we take on.

We've spent the last 25+ years helping destinations, sport organizations, brands, and charities across Canada IGNITE engagement, FUEL growth, and deliver results that STAND OUT – and stand for something.

Our tagline, sport-inspired, business-driven™, isn't just a catchphrase. It's how we work.

It means we apply the same focus, prep, and pressure-tested execution that elite athletes bring to the world stage. We bring STRUCTURE, HUSTLE, and STRATEGY to every move we make – and we CURATE the unpredictability and awe that make live sport unforgettable.

The goosebumps. The comebacks. The "did-that-just-happen?" moments.

That's the SPARK we bring to our clients – whether we're producing a national conference, elevating a fundraising gala, designing a sponsorship program, or helping a destination win an event bid.



Our team of experienced subject-matter experts are collaborators, strategists, high-performance event producers, and creative problem-solvers who move FAST, think BIG, and deliver BREAKTHROUGHS.

Our services include:

**Event Production & Marketing** – turnkey sport-inspired events and gamification tactics that IGNITE PASSION and engagement.

**Sponsorship Strategy & Activations** – dynamic, relevant, and memorable sponsorship programs and activations that SPARK HIGH-VALUE RELATIONSHIPS.

**Sport Tourism & Bid Development** – matching events, venues, and host cities to create synergies that STIMULATE ECONOMIC ACTIVITY.

**Coaching, Training & Consulting** – infusing organizations and enterprises with sport-inspired thinking to FIRE UP CREATIVITY in marketing and events teams.

**Marketing & Communications** – sport-inspired approaches to branding, marketing, and communication that INFUSE BRANDS WITH ENERGY and engagement.

Learn more about iSPARK® at [www.isparkconsulting.ca](http://www.isparkconsulting.ca).

### What to Expect at iSPARK®

Working with the team at iSPARK™ means working with a team of PASSIONATE PEOPLE with a zest for inspired risk. We don't do status-quo and we work with others who share our desire to always do it better.

We value PROFESSIONAL EXCELLENCE. We bring together the best talent to collaborate and elevate every project, every client, and every outcome.

We value ENERGETIC EXECUTION. We select enthusiastic people and foster tight-knit teams to tackle goals, turn problems into opportunities, and get sh\*t done.

### iSPARK® Company Culture & Soft Skills

Our team members (aka 'Sparkifiers') must have both the soft and hard skills that align with our brand. The fit is very important to the success of the relationship.

Before you consider joining our team of 'Sparkifiers', here are a few things we'd like you to know:

- WE SPEAK with passion, confidence, and authority. We're not afraid to tell it as we see it and say it like it is if that's what's needed to turn good into great.
- We like to WIN and that means taking LEADERSHIP in the areas where we know we excel.
- We also know we can't do it alone and we value strong TEAMWORK.
- We're COLLABORATIVE, ENCOURAGING, and SUPPORTIVE, leading everyone toward the same goals.
- Our tone is ENERGETIC and FUN. We're not afraid to tell jokes, live on the edge, and make an impact.
- We value PROFESSIONALISM and EXPERTISE, but not at the expense of fun. We're all about sport, after all!

### Position Overview – Event Specialist



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The Event Specialist is an adaptable, hands-on member of the iSPARK® event production team. This role is designed for a “generalist” who can jump in where needed to support event planning and logistics. Reporting to the Event Manager assigned to iSPARK®’s event projects (and working closely with other members of the iSPARK® leadership team), the Event Specialist will provide on-site and behind-the-scenes support across a variety of projects, with responsibilities spanning volunteer management, logistics coordination, and task-based project support.

This role is ideal for someone who wants to grow their career in event production and is interested in gaining experience across multiple facets of iSPARK’s event portfolio OR for someone who is an experienced event professional, but winding down and seeking a more lowkey role in the events industry.

### Key Responsibilities of the Event Specialist

**On-Site Support:** Fill critical gaps during event execution, including registration, guest services, room flips, set-up/tear-down, and other logistics.

**Volunteer & Day-Of Event Staff Management:** Recruit, schedule, and oversee volunteers; provide orientation and support to ensure smooth integration of volunteers and day-of event staff into event operations.

**Logistics Coordination:** Assist with supplier coordination, deliveries, signage placement, accreditation, and general operational needs.

**Team Support:** Work alongside Event Managers to support planning tasks, communications, and day-to-day project requirements.

**Post-Event:** Support debrief processes and help compile reports and learnings for continuous improvement.

### About You

You’ll be a great fit as an Event Specialist at iSPARK if...

- You have 3+ years of experience in event production and planning and/or project management.
- You’re adaptable, energetic, and thrive on variety.
- You enjoy problem-solving and don’t mind rolling up your sleeves.
- You have strong organizational skills and can juggle multiple tasks.
- You’re confident interacting with volunteers, suppliers, and event attendees.
- You communicate clearly and work just as well within a team environment as you do working independently.
- You’re comfortable with technology (email, project management tools, cloud-based systems).
- You’re available for irregular hours during event periods, including evenings and weekends.
- You’re physically able to lift and carry up to 30-40 lbs.
- You’re flexible – you can take on a variety of responsibilities as assigned, adapting quickly to the evolving needs of each project.
- You thrive on going the extra mile to surprise and delight event attendees.
- You thrive under pressure and can easily adapt to fast-paced and constantly changing environments.
- You have a proven track record of being able to adhere to strict deadlines and set priorities.
- You pay strong attention to detail.
- You have a dedicated workspace at home with a computer and basic office equipment.



- You have previous experience working as a freelancer or contractor and/or are currently self-employed with bandwidth for a new project/role.
- You are results-oriented and deliver consistently to a high professional standard.
- You have a passion for contributing to the iSPARK vision and entrepreneurial approach.
- You exercise initiative and good judgment.

NOTE: Experience or background in sport, health, wellness, or fitness is highly advantageous. This could include specific education, involvement as an athlete, or volunteer work in related fields.

### **Trial Period & Performance Expectations**

This role is structured as a trial engagement for an initial period of four (4) months. During this time, performance will be assessed based on reliability, responsiveness, quality of work, and ability to operate independently within a fast-paced environment.

iSPARK® maintains a high standard for follow-through and accountability. If expectations are not being met, feedback will be provided promptly, and corrective action will be expected within a defined timeframe.

Either party may choose to conclude the engagement at any point during the trial period with minimal notice if it is determined that the role or working relationship is not the right fit.

### **Availability & Communication Standards**

This role requires consistent availability during agreed-upon working hours, timely responses to emails and messages, and proactive communication regarding progress, delays, or challenges.

As a remote position, strong communication and visibility into work are essential. Regular check-ins and task tracking will be used to ensure alignment and momentum across responsibilities.

### **Accountability & Ownership**

Success in this role requires a high level of ownership over assigned tasks and responsibilities. This includes meeting deadlines, maintaining organization across multiple priorities, and proactively identifying and addressing gaps or issues before they escalate.

### **Why iSPARK®?**

Here are a few reasons why Sparkifiers choose us:

**Work from Home** - all team members work remotely from their respective home offices across Canada. We meet-up on Zoom regularly, and sometimes connect in-person for pizza lunches, pool breaks, and our must-have guilty pleasure - Suzy Q donuts.

NOTE: If you think pineapple on pizza is offensive you can stop reading here.

**Flexible Hours** - all team members can choose to work when they are most productive or to accommodate personal training, sports or other wellness activities. We encourage our 'Sparkifiers' to incorporate a balanced work-life blend into their day.

**Travel** - we offer opportunities for our team members to visit and work in Canadian cities that you may have not explored yet.



**Client Referral Bonus** - all team members are eligible to receive a cash bonus for referring a new client to iSPARK.

**Perks** - we provide access to fun and rewarding perks, such as a wellness stipend, summer Fridays off, professional development funds and more. These perks may be integrated incrementally after meeting key performance indicators at 3, 6, or 12 months, as outlined in the employment agreement.

Click [here](#) to experience the spark - watch our who's more likely to video series and scroll our team slideshow to get a feel for our vibe.

### **Inclusivity = Success**

We appreciate different perspectives and unique ways of thinking. We like to say that we don't do vanilla, status quo or beige, so our team members are as varied as our creative approaches to our client's projects. We hire only top talent from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our company stronger.

We pride ourselves on being a woman-owned business and employing a gender-balanced team. We believe in including everyone at the events we produce and on our team. We encourage our clients to do the same. Our inclusive culture inspires us to try new things, speak openly, and be bold.

