



EMPLOYMENT OPPORTUNITY MANAGER, SIGNATURE EVENT PRODUCTION

Saskatoon Prairieland Park Corporation is pleased to invite applications for the position of **Manager, Signature Event Production** within our Signature Events Department. This is an exciting opportunity for an experienced event professional to help lead the planning and delivery of memorable events that bring our community together.

Reporting to the Director, Signature Events, the Manager, Signature Event Production is responsible for planning, producing, and delivering Prairieland's Signature Events, including associated entertainment programming. This role works closely with internal departments, external partners, vendors, performers, and event staff to ensure each event is delivered professionally, safely, and successfully.

To be successful in this role, the selected candidate will bring strong event production experience, effective leadership skills, sound judgement, and the ability to manage multiple priorities in a fast-paced environment. A collaborative approach, excellent communication skills, and attention to detail are essential.

The role is 35 hours per week with regular work hours between 8:30 a.m. to 4:30 p.m. The role requires flexibility to work evenings, weekends, and extended hours during peak event periods.

KEY RESPONSIBILITIES:

- Lead the planning, coordination, and onsite delivery of Prairieland Signature Events.
- Serve as a key contact for clients, partners, performers, vendors, and internal teams.
- Develop event timelines, schedules, staffing plans, and operational requirements.
- Coordinate entertainment booking, contracts, performer logistics, and show-day needs.
- Work closely with Operations, Marketing, Food & Beverage, A/V Production, and other departments to ensure successful event delivery.
- Develop entertainment programming that supports event goals, audience interests, and overall guest experience.
- Research industry trends, emerging performers, and programming opportunities to keep Signature Events fresh, engaging, and competitive.
- Serve as the onsite contact for performers, manage show-day needs, maintain booking partner relationships, support promotional details, and review entertainment performance after events.
- Hire, schedule, supervise, train, and support event staff in partnership with Human Resources.
- Manage event budgets, entertainment costs, deposits, settlements, and related expenditures.



- Support risk management, performance management/discipline, health and safety, licensing, and emergency planning requirements.
- Build strong relationships with community partners, agencies, suppliers, and industry contacts.
- Review event outcomes, guest experience, and financial performance to support continuous improvement.
- Additional duties as required.

QUALIFICATIONS:

- Post-secondary education in event management, business, administration, hospitality, or a related field. An equivalent combination of education and experience may be considered.
- Minimum five (5) years of progressively responsible experience leading the planning and delivery of large-scale public events, including supervision of staff, coordination of vendors, budget oversight, and on-site event execution.
- Strong leadership, communication, collaboration, and problem-solving skills.
- Ability to build professional relationships with teams, partners, vendors, and stakeholders.
- Excellent written, verbal, and interpersonal communication skills.
- Strong planning, organization, time management, and prioritization skills.
- Experience researching, negotiating, and booking entertainment talent including contract and rider negotiations.
- Knowledge of booking trends, touring cycles, industry contacts, and talent options.
- Ability to manage multiple bookings, priorities, and deadlines.
- Knowledge of live event production, including sound, lighting, staging, and show flow.
- Calm, adaptable, and decisive under pressure.
- Collaborative leader who supports staff and cross-department teamwork.
- Commitment to making customer service the top priority in all event planning and delivery.

Salary is commensurate with qualifications and experience. Prairieland offers a competitive wage and benefits package.

Prairieland is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

Submit applications to Korilee Burgess: kburgess@prairielandpark.com

Closing date: September 30, 2026