



Hybrid Event Production – Freelance (Contract)

Job Description

The Hybrid City Alliance is seeking the services of a dynamic, innovative event professional to manage and execute a pilot client one day multi city event across 11 global destinations. The purpose of this event is to showcase a case study for future hybrid and multi city meetings to potential clients. We are looking for someone that has experience in running hybrid/multi-city events.

Timeframe

November 2021-March 2022

What You Will Do

- Project coordination
- Create a critical path for the project and managing timelines for planning and execution
- Liaise with HCA partners and AV providers to coordinate in person and virtual elements across multiple time zones and cities to full-service event execution
- Implement the decisions and assign tasks coming from the working group (including securing speakers)
- Run and manage working group meetings (call to order, minutes, lead discussions and hold action items accountable)
- Brings new collaborative ideas that can benefit the HCA partners

The Hybrid City Alliance (HCA) is a global network of destination partners with a mission to connect the world to a global network of partners that foster collaboration to provide meeting professionals with access to knowledge, innovation, and tools to produce hybrid and multi city events. Currently 23 cities, from 13 countries, on 6 continents are collaborating together to share best practices. For more information about the Hybrid City Alliance please visit www.hybridcityalliance.org.

Interested in being a part of this inaugural HCA event, submit your proposal to the Hybrid City Alliance by Friday October 29, 2021, to Nicola Alexander at nalexander@ExploreEdmonton.com.