

FBC is hitting the road in 2018 and we need a NAVIGATOR!

That's right, FBC is packing up the car and heading out on the Trans Canada to go from coast to coast this September and we need help!

Hitting 9 cities in 3 weeks and hosting events in each city is a big logistical undertaking and we need a very special person to help us navigate this road between now and the end of September.

Here's what you need to know before you chuck everything in your backpack and grab your camera to experience this once in a lifetime adventure:

- We will be visiting 9 cities from Vancouver to Halifax with a wrap up event in Toronto
- We will be hosting one overnight, intimate retreat, three one day conferences and several half day workshops
- Food photographer, stylist and cookbook author Dennis Prescott will be accompanying us along the way with special guests in each location
- You're going to be super cozy in a car with all three of us (Melissa, Ethan and Dennis) and possibly a dog for three weeks
- We're going to experience Canada and Canadian food in a really exciting and fun way

Here's Who You Are:

- You have solid event planning experience and love to create unique experiences for event attendees
- You are a logistics wizard, an organization maverick, can juggle a lot of different balls and can improvise like MaGyver in an emergency (we'll keep a stash of bobby pins and duct tape in the car)
- And of course, when things don't go according to plan and all hell breaks loose, you remain cool as a cucumber because... you've got this.
- You LOVE social media, have active social accounts, particularly on Instagram, and can't wait to share what's happening in your world with the rest of the internet
- You are comfortable filming video and being filmed (this will be a very documented trip!)
- You are proficient in Word and Excel as well as comfortable with DropBox, Google Drive and, as a bonus, Asana.
- You're able to take 3 weeks out of your schedule to travel across Canada in September
- You are a mobile worker and have a good laptop or tablet, mobile phone and solid backup systems for both. If you can't make a pit stop somewhere with wi-fi and power for more than 24 hours you'll be ok.
- You love food and you love to travel - even if it may not be glamorous
- You can always find the positive in a situation
- You are totally, 100%, definitely ok with being in close quarters with three other people for three weeks (there will be off days on the schedule where you'll have time to yourself but for the most part, we're gonna be four of the bestest BFFs ever for three weeks)
- You love dogs
- Eligible to work in Canada

The Gig:

We are looking for an event planner who can help us plan and manage logistics for 9 separate events in 9 different cities over the course of the next 7-8 months and assist us with social media on the trip. Basically, you're the Road Manager for this tour.

The position is a contract position and starts in March with approximately 10-20 hours a month from March to June and increasing to 20-30 hours a month in July and August.

You will accompany us on the road trip in September with your travel, food and accommodation expenses covered.

Some of Your Duties Will include:

- Working with the FBC team to secure event venues in multiple cities
- Managing relationships with official venues leading up to the events (including catering, reservations, AV etc)
- Managing pre-event venue logistics
- Planning SWAG delivery and logistics
- Potentially working with local restaurants, chefs, and other boutique vendors
- Managing on-site logistics in each city
- Assisting with booking accommodation for the travel team and for any overnight events
- Providing social media support while traveling
- Providing additional content creation support (video, audio) while travelling
- Other tasks as they arise – this is a new venture for us as well so we know we're going to run into things we haven't thought of yet!

Compensation commensurate with experience.

This is a contract position and does not include a benefits package

To Apply

If this sounds like it could be you, we want to hear from you. Please send your CV or resumé to Melissa@foodbloggersofcanada.com with the subject line **FBC2018 Road Trip Navigator** and include a brief paragraph telling us a little bit about you, where you're based out of, your minimum hourly rate and the answers to the following questions:

1. We have 25 people arriving for an overnight retreat at 4pm today. Many of them will be traveling for at least an hour to get there. But, our car had transmission trouble in the middle of nowhere, we needed a tow and we're not sure we'll roll into town on time and even if we do, it's going to be a crunch. What's your backup plan?
2. We've got 100 people getting ready to hit the lunch buffet and you've just noticed that the meal sponsor's attendee gift isn't on the tables and the table for the gluten free sandwiches is MIA and somebody has just told you the mic for the sponsor's speaking time seems to be missing. You have 30 minutes to get things shipshape. What do you do?

Please note, only those selected for an interview will be contacted. Deadline to apply is Jan 31, 2018.