

	Job Title:	OAME/AOEM Conference Venue Planner	Position Type:	Contract
	Location:	Ottawa Area	Travel Required:	Yes
	Salary Range and contract length:	See information below	Date Posted:	September 2025
	Contact:	eds@oame.on.ca	Date Closed:	September 30, 2025

Applications Accepted By: OAME Executive Directors

Email: eds@oame.on.ca

Subject Line: Conference Planner

Mail:

Executive Directors
Ontario Association for Mathematics Education
4751 Mack Avenue
Town of Plympton-Wyoming, ON
N0N 1J6

Job Description

Role and Responsibilities

- The primary responsibility of the successful candidate will be the coordination of the venue services for a 2-3 day annual math conference.

Specific duties will include:

- Meet with Conference Chair(s) to understand the theme and purpose of the Annual Conference;
- Support the planning of the Annual Conference for between 800-2000 delegates, including time, location, catering, audio-visual requirements, and cost;
- Solicit bids from venues and service providers (for example, lunches or video streaming services);
- Inspect venues to ensure that they meet the conference's requirements, including those that may be required in a virtual conference situation;
- Ensure compliance with insurance, legal, health and safety obligations;
- Coordinate event services such as rooms, technologies, and food service;
- Maintain continual contact with Conference Chair(s) and conference committees formed for specific tasks;
- Attend (virtually or in-person) conference committee meetings, as requested;
- Monitor event activities to ensure that the Conference Chair(s) and event attendees are satisfied;
- Follow timelines set by Conference Chair(s) and the conference planning document;
- Be on-site during the conference and proactively handle any arising issues and troubleshoot any emerging problems during the conference;
- Refer to the approved budget when reviewing event invoices for payment approval by the Chair of the Finance Committee;
- In collaboration with the Conference Chair(s), provide status reports for each of the three OAME/AOEM Board meetings throughout the year;
- In conjunction with the Conference Chair(s) and Committee Chairs, write conference summary in time for the Fall OAME/AOEM Board of Directors Meeting after the completion of the conference;
- Other venue-related responsibilities that may arise.

Skills, Qualifications and Education Requirements

- Must either have completed a post-secondary degree or diploma in any field or have a minimum of five years experience in planning large-scale events
- Proven experience as an event planner or organizer for a larger scale event required
- Mathematics or mathematics education experience not required
- Time management and effective communication skills
- Facility with Google Suite for documentation, communication & collaboration
- Ability to manage multiple projects independently
- Experience working within a fixed budget
- Experience using digital communication tools (e.g., Zoom)
- Organizational skills, problem-solving skills, initiative, and creativity
- Able to work independently and with accountability

References

Please provide the names and contact information of at least three referees who can speak to your experience planning and managing a large-scale event.

Remuneration Schedule

Overall Salary: \$7500 per conference (three year term)

Contract Length: 3 years starting in October 2025.

Salary will be paid according to the following schedule:

- \$2500 for booking the conference venue (confirmation letter from venue required).
- \$2500 one year prior to the conference date.
- \$2500 upon submission of final conference report.

Mileage/expenses:

- Travel will be paid at the current OAME/AOEM rate.
- Accommodations will be reimbursed (booking accommodations will be done by Executive Directors).
- Per diem for meals of \$50 per day as pre-approved by Conference Chairs.