

**Job Title:** Event Coordinator (North America)

**Job Type:** Full-Time

**Start Date:** Immediate

**Location:** Pointe-Claire (Montreal), QC or Roswell (Atlanta), GA

Looking for a new challenge in a fast-growing, dynamic high-tech company?

**Join us!**

VuWall is a leader in video wall control systems, providing solutions for seamless visual collaboration in control rooms, security operations, and corporate environments. We are a privately held company headquartered in Montreal with US and European subsidiaries. With customers in more than 45 countries, we have deployed over 5,000 projects in many Fortune 500 organizations, government agencies, utility, transport, and security companies including the US Departments of Transportation, NASA, Canadian Space Agency, European Commission, Sydney Rail, Porsche, Daimler, L'Oréal, SNCF, FIFA, and throughout federal, state and local governments.

## JOB DESCRIPTION

---

We are seeking a dynamic and detail-oriented Event Coordinator to lead the planning, coordination, and execution of trade shows and corporate events across North America for both VuWall and its sister company G&D North America. This is a hands-on role for someone who thrives in fast-paced environments, excels at multitasking, and brings creativity and precision to every detail of event planning. You'll collaborate closely with cross-functional teams, vendors, and external partners to deliver seamless, impactful brand experiences.

## KEY RESPONSIBILITIES

---

- **Plan, coordinate, and execute** all North American trade shows, conferences, and events for VuWall and G&D
- **Manage end-to-end logistics** including booth design and production, shipping, event registration, accommodation, and on-site coordination
- Coordinate with external vendors, venues, and contractors to ensure timely and quality delivery of event services
- **Develop timelines, budgets, and post-event reports** including ROI analysis and lead generation tracking
- Oversee branded swag, promotional materials, and demo equipment preparation
- Provide **on-site support** during events and ensure smooth setup and teardown
- Maintain a **calendar of upcoming events** and proactively manage deadlines
- Ensure branding and messaging consistency across all event touchpoints

## QUALIFICATION REQUIREMENTS

---

- 3+ years of experience in event coordination in B2B tech or AV/IT industry
- Proven success managing trade shows and conferences in North America
- Exceptional project management and organizational skills
- Strong attention to detail and ability to manage multiple events simultaneously
- Excellent communication and interpersonal skills
- Experience working with booth vendors, exhibit designers, and logistics providers
- Ability to work both independently and as part of a team
- Willingness to travel across North America (approximately 20–30%)
- Proficient with Microsoft Office and event/project management tools (e.g., Asana, Trello, Jira, or similar)

## EMPLOYMENT BENEFITS

---

- Be part of a global, growing company shaping the future of visual technology
- Work with a collaborative, high-performing marketing team
- Make a real impact by delivering world-class experiences at major industry events
- Competitive salary, benefits, and flexibility in a hybrid work environment

### TO APPLY

Click here to email your CV to  
[careers@vuwall.com](mailto:careers@vuwall.com)