



AB | NT | NU

EMPLOYMENT OPPORTUNITY

Job Title: International Adult Competition Event Coordinator
Job Type: Temporary, part-time
Reports to: Executive Director and/or Events and Safe Sport Manager
Time Frame: Start Date - July 15, 2024 (or sooner if available)
End Date – October 15, 2024

POSITION DESCRIPTION

The International Adult Competition Event Coordinator supports the overall development plan and execution of the 2024 North American International Adult Competition, and additional affiliated programming or events. The Coordinator works closely with Local Organizing Committee (LOC), the Section Office, and Skate Canada to deliver an exceptional event to participants and spectators.

KEY RESPONSIBILITIES

1. Under the direction of the Technical Representative and Events and Safe Sport Manager
 - a. develop the rink plan for event execution; determine room and area designations, venue set-up, installation plan, construction and tear-down schedules. Oversee the execution of the plan onsite.
 - b. coordinate the set up and tear down process onsite; the distribution, set up, collection and inventory of all onsite event equipment & supplies. Act as the primary point of contact for various suppliers and partners (pipe & drape, water, photocopiers, videographer).
2. Assist in sourcing sponsorship or partnership opportunities that can provide direct cost relief in the execution of the event
3. Assist the LOC Volunteer Lead with volunteer recruitment, scheduling needs, etc.
4. Support the execution of in-venue of sponsor and partner activations and in-venue ancillary events.
5. Lead in-venue security operations, including being the primary point of contact with the LOC lead.
6. Act as the primary point of contact for the Local Organizing Committee (LOC) logistics lead, ensuring the needs of all areas of operation are met.
7. Coordinate logistics for site visits with internal and external clients including staff, media, and partners.
8. Lead the development and execution of an inventory management system for event related materials and equipment.
9. Lead the procurement process for all event related products & services.
10. Lead the preparation and shipping of event related materials & equipment.
11. Prepare and distribute event materials, such as signage, program, promotional materials
12. Coordinate and execute sponsor deliverables relating to digital and social media content
13. Oversight and management of the event budget, and coordinate event invoices following proper approval and payment processes.
14. Assist other volunteer with event planning and execution pieces as required.
15. Contribute to event department planning activities.
16. Other duties as assigned by Event & Safe Sport Manager.



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QUALIFICATIONS

- Experience in event, program, and/or volunteer management is required.
- Knowledge of both recreational and high-performance sport environments, with a priority given to figure skating.
- Experience and aptitude in working with volunteers.
- Advanced MS Office Skills (Word, Excel, PowerPoint, etc.) and social media applications is necessary.
- Experience with Creative software (InDesign, Photoshop, Adobe Suite, Canva etc.) is considered an asset
- Experience in Event Management.
- Excellent oral, and written communication skills
- Excellent organizational skills with the ability to work accurately under tight deadlines.
- Strong interpersonal skills.
- Possesses a high standard of professional integrity with the ability to handle sensitive information in a professional and confidential manner.
- Ability to work in a fast-paced, high pressure environment.
- Ability to work individually and effectively as part of a team.
- Background in figure skating and broad-based knowledge of the sport an asset.
- Has valid driver license for Canadian province or territory.
- Ability to work flexible or overtime hours as required in order to meet the fluctuating needs of the event in a timely manner
- This position is expected to be onsite for the duration of the event in Calgary September 16-22, 2024

COMPENSATION

- Salary will be negotiated depending on the incumbent's experience and qualifications but will range between \$3,250 and \$3,500 monthly.
- Out-of-pocket expenses including meals, parking, and supplies will be reimbursed as per Skate AB | NT | NU expense policies.

We thank all applicants for their interest in employment with Skate AB | NT | NU. Only those selected for an interview will be contacted.

Skate Canada: Alberta-NWT/Nunavut reserves the right to close the application period as soon as a suitable candidate is found.

DEADLINE TO APPLY: July 7, 2024

To apply, please send a resume and cover letter to Skate AB | NT | NU Executive Director, Lisa Hardy, at lisahardy@skateabnwtnun.ca