



TITLE: Coordinator, Spectator Experience
REPORTS TO: Manager, Sport
LOCATION: Red Deer, AB
CONTRACT TERM: Until March 15, 2019
SALARY LEVEL: \$40,000 - \$45,000/year, commensurate on education and experience

OVERVIEW

The 2019 Canada Winter Games Red Deer Host Society is looking to fill the position of Coordinator, Spectator Experience.

In February 2019, thousands of our country's best and brightest will set their sights on Red Deer as we host the 2019 Canada Winter Games. Up to 3,600 participants from across Canada, 400 media, 500 VIPs, 500 officials and thousands of visitors will join us for the two-week event. Featuring 19 sports and a major arts and cultural festival, the 2019 Canada Games will be the largest event in Red Deer's history.

By playing an integral leadership role in the planning, collaboration and execution of medal ceremonies and the spectator experience portfolio this position will add experiential value to what otherwise might be strictly an athletic competition. The purpose of this role is to make each and every event an attraction for people of all ages and varying levels of sports knowledge.

This role will ensure that the public and spectators attending a Canada Games competition will be thoroughly entertained throughout the duration of the event, and that each venue has an engaging atmosphere.

DUTIES AND RESPONSIBILITIES

This role will be responsible for, but not limited to, the following:

- Coordinate medal ceremonies and necessary protocol for all sport competition
- Lead the development of game day entertainment initiatives, schedules, music, scripts and more
- Recruit and train sport announcer volunteers
- Work closely with the spectator experience volunteer chair and committee on the creative content process and operational planning
- Collaborate and consult expertise within sport via sport production volunteers
- Maintain a detailed inventory of all equipment associated with spectator experience, including medals, podiums, flags etc.
- Regular collaboration with other departments and leadership volunteers as needed

REQUIRED SKILLS, EXPERIENCES AND ABILITIES

- An undergraduate degree or diploma related to sport and recreation management, event management, hospitality and tourism management or other related fields.

- Two (2) or more years of related experience in the events industry, game day production, sports administration or other related experience. *A combined equivalent of education and experience may be considered.*
- Strong organizational, administration, planning and presentation skills
- Excellent communication skills, written and oral, in English is required and fluency in French is an asset
- Excellent problem solving skills with a customer service focused approach
- Attention to detail and safe work practices is mandatory
- Knowledge and experience working with high performance athletes and coaches
- Up to date with game day entertainment trends and best practices
- Experience with Google's G Suite programs, Gmail, Docs, Slides, Calendar, etc. (or equivalent Microsoft Office programs) is required
- Demonstrated ability to set priorities and manage multiple projects
- Ability to work in a team environment with both staff and volunteers
- Knowledge and experience working in a not-for-profit, events, sports or multi-sport Games environment is an asset

NOTE

- Formal office hours are Monday to Friday, 8 a.m. until 4:30 p.m.; however, flexibility will be required. This may include various evening/weekend committee work, varying workload/ deadlines, Games time requirements, etc.
- The 2019 Canada Games Host Society is an equal opportunity employer and believes diversity strengthens us as a workplace; we encourage all those qualified to apply.
- All applicants must be legally entitled to work in Canada.
- The successful candidate will be subject to a criminal record check and/or other background checks.

Closing date for this position is Thursday, July 5, 2018.

Please forward your cover letter and résumé to the attention of:

Manager, Sport

jobs@2019canadagames.ca

Only those invited into the recruitment process will be contacted. Thank you.

