



# HOCKEY CANADA



## JOB POSTING

**POSITION:** COORDINATOR, EVENTS AND PROPERTIES

**EMPLOYEE:** VACANT

**REPORTS TO:** SR. MANAGER, INTERNATIONAL EVENTS

**LOCATION:** CALGARY

**STATUS:** FULL-TIME

**DATE:** 2013

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### **THE ORGANIZATION:**

World sports leaders, Hockey Canada is the governing body for hockey in Canada and a member of the International Ice Hockey Federation (IIHF), with a membership through its 13 provincial branch associations of over 700,000 players, coaches and officials. Hockey Canada is a not-for-profit organization that creates leading-edge hockey development programs for its members to deliver in communities across Canada, provides consistent rules and regulations and various other membership services from coast to coast, manages numerous regional, national and international hockey championships and events, and leads the operation of all teams that represent Canada in international hockey competition. Hockey Canada's mission is to "lead, develop and promote positive hockey experiences".

### **GENERAL RESPONSIBILITIES:**

- Play a key role in the Events and Properties department achieving the department and corporate goals and objectives
- Assist and support the Events and Properties Department on event related items along with the fulfillment and delivery of all contractual obligations to corporate partners
- Lead and support other marketing related events and activities which currently includes;
  - Application to, Support and Fulfillment of requirements of Funding Agencies for event hosting
  - Provide input and support on budget development and management
  - Ensure sponsor contra product is sourced and provided to required groups
  - Event hospitality including VIP servicing, travel, event facilities, food and beverage
  - Hockey Canada Tickets – coordinate with host committees:
    - Development of facility manifests
    - Allocating of sponsor, VIP and other corporate tickets
    - Printing and distribution of tickets
    - Comp tickets
  - Coordination of all event premiums

## *Event*

- Confirmation of bid commitments and the development of a critical path
- Production, distribution, and management of all required signage and promotional materials at all events
- Work with the host committee and the teams to plan travel, meals, and accommodations
- Ensure that the Rules and Regulations and Technical Package are up to date for the event and circulated to the teams and officials
- On-site assistance with event management
- Organization of game operations materials (scripts, promotions, etc.)
- Coordinating all Team Services requirements with Host and participants
- Support key volunteer groups including transportation, pageantry, tickets, special events, officials and other key volunteer teams
- Ensure that all sponsor assets – signage, in game announcements, promotions are executed.
- Work with staff representing Hockey Canada including Media, Web, Development, Photography, Video and Events.
- Work with host committee and event manager to assist in the development of a final report

## **ESSENTIAL SKILLS:**

- A positive and customer focused attitude with an ability to deal with challenging situations with integrity, empathy and sincerity
- 1-3 years' experience planning and executing events
- Being Bilingual in French and English would be an asset
- Well-developed written and verbal communication skills
- Excellent organizational and skills with the ability to juggle multiple projects and deadlines maintaining attention to detail
- Ability to work effectively individually and in a team-based environment
- Experience working in sponsorship is a definite asset
- Thorough understanding of Hockey Canada initiatives and structure
- Experience working with ticketing software and previous experience working with ticketing systems will be considered as asset
- Post-secondary education in a related field such as business, communications or public relations

Qualified applicants are invited to submit their resume and salary expectations by November 22, 2013 by 9:00 am (MST) to:

Manager, Human Resources  
Hockey Canada  
Suite 201, 151 Canada Olympic Road SW  
Calgary, AB T3B 6B7  
E-mail: [jobs@hockeycanada.ca](mailto:jobs@hockeycanada.ca)

**For more information please visit**

<http://www.hockeycanada.ca/jobs>