



Event Project Manager

Airdrie 2020 Alberta Winter Games Society

POSITION SUMMARY

The City of Airdrie was awarded the bid to host the Airdrie 2020 Alberta Winter Games, a provincial premier multi-day, multi-sport, competition for developing athletes between 11-17 years old. The Alberta Games also serve the following general purposes:

- Motivate Albertans to achieve a higher level of physical fitness through more active participation in sport.
- Assist athletes with the interest and ability to work towards their maximum potential.
- Provide a competition that will serve the development needs for each sport throughout Alberta.
- Showcase the talents of Albertans in a wide range of sport and activities.
- Develop the cultural and social components as an enhancement to Games in Alberta.
- Provide each host community with a legacy of experienced volunteers and upgraded facilities.

The Airdrie 2020 Alberta Winter Games Society established in partnership with The City of Airdrie and Alberta Sport Connection to deliver the Alberta Winter Games. It's governance includes an Executive Committee and Board of Directors. The Airdrie 2020 Alberta Winter Games Society is seeking an Event Project Manager to organize and deliver the Airdrie 2020 Alberta Winter Games.

EVENT PROJECT MANAGER ROLE

With the support of the Board of Directors, the successful Event Project Manager candidate will be responsible for key elements of the planning and execution of the Games; fundraising projects and events; including its budget, staffing needs and volunteers. Ideally, the candidate will have previous experience working in similar events. Education in Sports Management, Event Management, and Project Management is considered an asset as well.



The position is expected to be a project contract beginning January 10 2019 and ending at March 1, 2020 but could be modified depending on availability. Salary will be competitive commensurate with experience.

ACCOUNTABILITY

The Event Project Manager is accountable to the Chair, Board of Directors or her designate.

JOB DESCRIPTION

Duties of the Event Project Manager position include the following:

- Coordinate the overall planning and execution of the special projects
- Act as liaison for boards, committees and other related organizations.
- Develop a budget for each special event project within overall Games budget
- Achieve organizational goals with consideration of budget and deadline constraints.
- Manage and support a broad range of volunteers. Builds relationships with all members of the Team.
- Perform various media relations functions.
- Attends key meetings and ASC Planning Sessions or Board Meetings on occasion, at the request of the Board of Directors.

REQUIRED COMPETENCIES

- 5 to 7 years in Event Management and/or Project Management.
- Preference given to those with major multi-day/multi-sport events management experience.
- Superior communication skills, including verbal and written.
- Established system for organizing and driving a cross-functional team with competing priorities.
- Meticulous attention to detail to deliver accurate, professional products to both internal and external stakeholders.
- Display strong leadership skills.
- Passion to jump in and hit the ground running in a fast-paced environment.

Job Types: Temporary, Contract