



Senior Manager, Event Operations

Curling Canada is a National Sport Organization (NSO) and the leading expert and growth engine for Curling Excellence in Canada. Our exclusive purpose and function are to promote amateur athletics in the form of curling in Canada, on a nation-wide basis. We manage high performance programs (i.e., Team Canada,) select and manage national teams, and we have the exclusive right to name teams to World Competitions and Canadian Olympic organizations. We focus on serving our members (the Provincial, Territorial or Regional Curling Associations) and all of their associated clubs and curlers throughout Canada, with a plethora of services and resources from governance to marketing, to finance, data, and technology.

Reporting directly to the CEO, the Senior Manager of Event Operations will be responsible for providing exceptional, world-class event experiences for athletes, fans, volunteers, partners, and staff alike! The incumbent will oversee the operational delivery of events from A – Z, including four to five Season of Champions (SOC) events and seven to eight Non-Season of Champions (Non-SOC) events across the country. The Senior Manager of Event Operations will lead by example and support our Events Staff (employees and contractors) in the seamless planning and consistent delivery of memorable curling experiences across the country.

Please Note: This position will require periodic extensive travel throughout the curling season, from September – April.

Duties & Accountabilities:

- Develops and executes comprehensive project management plans for individual events and the entire curling season (SOC and Non-SOC)
- Scheduling of Event Manager assignments year-over-year
- Engages direct reports to foster collective team buy-in for the delivery of events in a consistent, impassioned, high-quality manner
- Ensures events are delivered within expense budget for all areas (less event marketing)
- Collaborates with the marketing team to ensure cohesion across all individual event marketing plans and drive National brand recognition
- Drafts comprehensive Competitor Guides for individual events, ensuring all necessary information is provided in a clear and concise manner for printing / distribution in both languages
- Develops and distributes Team Meeting Documents for events, including detailed rules and other relevant information, which foster consistency across SOC and Non-SOC events in both official languages
- After hotel contracts are signed, engages with the hotels to ensure all event-related needs are met, including scheduling and maintenance of all hotel rooming requirements for competing teams, staff and event delivery contractors
- Serves as a key member of the event bidding committee; thoroughly reviewing bids received, assessing bid viability, and providing recommendations to the CEO



- Actively maintains a directory of potential event hosting grants, ensuring applications are completed and submitted within established timeframes
- Responsible for developing and presenting post-event reports to Curling Canada's Senior Leadership Team, demonstrating strong written / oral communication skills
- Acts as the designated person for Event Discipline Procedures in accordance with Curling Canada's policies
- Provides ongoing feedback and coaching to Events Staff, demonstrating interest in their personal and professional development
- Fosters a fun, supportive, and collaborative work environment for direct reports

Requirements:

Skills and Education

- Minimum 5 years' experience overseeing Event Delivery in a similar environment (sport preferred)
- Minimum 2 years' leadership experience
- Comprehensive knowledge and experience using various ticket sales platforms
- Diploma / University degree in a related academic discipline
- MS365 – Outlook, Sharepoint, Word, PowerPoint, Excel
- High competence in Project and Stakeholder Management
- Exceptional problem-solving skills, demonstrating resourcefulness in time-sensitive situations
- Excellent interpersonal, written, and oral communication skills
- Strong organization and time management skills
- High attention to detail, with a demonstrated ability to meet hard deadlines
- Comfortable working independently with minimal supervision in a fast-paced environment
- Actively contributes to a positive and cohesive working culture, leading others by example
- **Ability to travel extensively throughout the events season (September – April)**

What We Offer

The salary range for this position starts at \$85,000 dependent upon skills and experience. Curling Canada offers competitive health and dental benefits, as well as an Employer RRSP Contribution Program. The incumbent will be provided with a laptop and a cell phone.

Ideally, we are looking for candidates who want a long-term role and who have the right work ethic, a lot of common sense and initiative and who thrive in a fast-paced, teamwork environment. The candidate is committed to uphold the purpose, mission, and values of the organization.

Come as you are. You are welcome here! Curling Canada is deeply committed to promoting diversity, advancing equity, and fostering a culture of inclusion. Therefore, we invite applications from all walks of life, including marginalized and equity-seeking groups (i.e. members of Black, Indigenous, and People of Colour (BIPOC) communities).



Curling Canada is compliant with the AODA – Access Ontario Disabilities Act. For access to our policy [click here](#). For feedback on our accessibility please email accessibility@curling.ca.

How to Apply

To apply, please email your resume and CV to emily.kaldis@curling.ca with the subject line [Senior Manager, Event Operations_NAME] before 5:00PM EST Sunday, May 5th. Only candidates selected for a phone screening will be contacted.