

Job Posting

Position Title: Coordinator, Events
Department: Events
Status: Full-time, salary
Reports to: Associate Director, Events
Location: Langley Events Centre
Salary Range: \$47,800 - \$53,800

Organization Overview:

Ten Feet Sports and Entertainment Ltd. (TFSE) manages and operates Langley Events Centre (LEC), a prominent home of participation and spectator opportunities in sports, entertainment, and events in B.C. We are dedicated to recruiting, hiring, and developing individuals with the skills, experience, and passion to contribute to the continued success and growth of our organization in one of the most unique and exciting employment environments available.

LEC Overview:

Located within the Township of Langley's developing Arts, Sports, and Entertainment District, LEC features an arena bowl (5,276 seats for hockey), banquet hall, triple gymnasium (2,000 seats), double gymnasium (1,000 seats), fieldhouse, meeting rooms, dedicated gymnastics facility, retail, sport medicine, and sport organization offices, all next to the adjoining Willoughby Community Park. This unique multi-purpose and simultaneous event facility proudly hosts International, National, Provincial, Regional, and local community championships and events. Inspired by World Class facilities throughout North America, the LEC strives to provide a first-class experience for amateur and professional participants and spectators alike.

Position Overview:

Reporting to the Associate Director, Events, the Coordinator, Events is responsible for organizing and overseeing a number of events, assuming the role of Event Lead for some recurring sporting events, and collaborating with other departments to ensure the smooth execution of events.

Primary Duties and Responsibilities:

- Serve as the Event Lead for various events.
- Responsible for communicating with external clients, home teams, internal departments, and 3rd party vendors to plan and execute successful meetings and events.
- Complete all aspects of event coordination for events including but not limited to onsite tours, planning meetings, pre-event communication, and creation of floorplans and event information reports and financial settlement.
- Communicate with other departments and partners to ensure financial targets and objectives are met.
- Collaborate with the rest of the Events Department in the venue scheduling process, including organizing rental requests, and resolving calendar conflicts.
- Develop and implement plans to ensure efficient and effective usage of the facilities.
- Provide excellent customer service to all LEC partners, teams, tenants, and guests.
- Other duties as assigned.

Skills and Abilities:

- Team oriented
- Excellent customer service skills and a personable approach



**SPORTS AND
ENTERTAINMENT**

- Excellent leadership skills
- Strong written and verbal communication skills
- Experience organizing and hosting corporate and/or sporting events.
- Ability to trouble shoot in a fast-paced environment and within tight deadlines.
- Proficiency in Microsoft Office Suite
- Experience with using a booking software an asset.
- Willingness and ability to work a flexible work schedule based upon facility and event schedules.

Qualifications:

- Completion of post-secondary education in a discipline such as sport or event management, or business administration, or other related discipline
- Minimum one year of experience with event coordination
- Willingness to complete a Police Information Check
- Valid First Aid Level 1, CPR, and AED Certification, or equivalent will be required to be maintained during employment.
- Serving it Right Certification is an asset.

HOW TO APPLY:

Interested individuals are asked to submit via email: careers@tfse.ca:

- A) A brief cover letter;
- B) A resume detailing your skills and experience; and
- C) Any additional information outlining your specific interests and abilities that attracts you to this specific opportunity with TFSE and LEC.

This position will remain open until filled. We thank all applicants for their interest, however only those selected for an interview process will be contacted.