

## Job Posting

**Position Title:** Manager, Event Operations and Conversions  
**Department:** Facility Operations  
**Status:** Full-time, salary  
**Reports to:** Associate Director, Facility Operations  
**Location:** Langley Events Centre  
**Salary Range:** \$95,000 - \$105,000

### Organization Overview:

Ten Feet Sports and Entertainment Ltd. (TFSE) proudly manages and operates all facilities at Langley Events Centre (LEC), The Redwoods Golf Course, and Triple O's at Aldergrove Community Centre. As our portfolio continues to expand, 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.

### 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), stadium (6,197 seats for soccer/rugby), 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, Facility Operations, the Manager, Event Operations and Conversions is responsible for planning, coordinating, and executing all facility conversions across Langley Events Centre. This role provides operational leadership for event setup, execution, and changeovers, including the scheduling and supervision of facilities and conversion staff. The Manager, Event Operations and Conversions serves as the on-site operations lead during events, providing real-time decision making, troubleshooting, and direction to ensure efficient, consistent, and high-quality event delivery.

### Primary Duties and Responsibilities:

- Plan and oversee all facility conversions across Langley Events Centre, ensuring efficient and high-quality execution across all event types and spaces
- Serve as the operational lead for event setup, execution, and changeovers, providing real-time decision making, troubleshooting, and direction to ensure seamless delivery
- Develop and manage conversion plans, schedules, and staffing models to optimize turnaround times and operational efficiency
- Oversee the installation and dismantling of conversion equipment, including basketball court flooring, lacrosse turf, ice deck, staging, arena systems, seating, and related infrastructure
- Establish and uphold conversion and event setup standards, ensuring consistency, safety, and alignment with organizational expectations
- Provide leadership, direction, and development for Facility Attendants and Conversion staff, including recruitment, training, scheduling, and performance management
- Coordinate with internal departments and external partners to ensure all event logistics and space configurations meet operational requirements



**SPORTS AND  
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- Oversee event-day facility operations staffing, including coordination of Security, Parking, and other contractors as applicable
- Maintain accurate operational records, including activity logs, equipment usage, and reporting requirements
- Other duties as assigned

**Skills and Abilities:**

- Ability to work in a fast-paced environment and prioritize a number of tasks
- Ability to meet tight deadlines
- Intermediate skill level with Microsoft Office Suite
- Strong understanding of all elements of arena conversions
- Excellent organizational skills and attention to detail
- Excellent leadership skills
- Strong consensus building and conflict resolution skills
- Ability to work a varied schedule, which includes overnight/holidays/weekends as required
- Physically able to carry out the duties of the position
- Fully proficient in spoken and written English with a second language considered an asset

**Qualifications:**

- Minimum five years of related Facility Operations experience
- Minimum three years of supervisory or leadership experience
- Ice Facility Operator certification required and must be maintained during employment
- Forklift certification required and must be maintained during employment
- Boom Lift certification required and must be maintained during employment
- Willingness to complete a Police Information Check required
- Valid Intermediate First Aid, CPR, and AED Certification, or equivalent will be required to be maintained during employment

**HOW TO APPLY:**

Interested individuals are asked to submit via email: [careers@tfse.ca](mailto:careers@tfse.ca):

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

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