

Job Posting

Position Title: Coordinator, Production
Department: Production Services and Communications
Status: Full-time, salary
Reports to: Manager, Production and Broadcast
Location: Langley Events Centre

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 Manager, Production and Broadcast, the Coordinator, Production will enhance and bring to life, the brand of Langley Events Centre and its teams by creating video and graphics material. The Coordinator, Production will use innovation and creativity to develop new templates and promotional materials while maintaining existing materials and standards.

Primary Duties and Responsibilities:

- Develop new animations, messaging, and promotional material for use on LEC video screens and LED Ribbon
- Manage and maintain all animations to be used on LEC video screens
- Create video graphic content for LangleyEventsCentre.com
- Create introduction videos and promotional videos for LEC teams and events
- Cut and edit video using Adobe Production Pro software
 - Create highlight packages
 - Post to YouTube
 - Create video packages for teams and the facility
- Manage Langley Events Centre and team accounts on YouTube
- Post videos to various LEC social media
- Adhere to LEC video policy and ensure adherence within the department
- Other duties as assigned

Skills and Abilities:

- Excellent time management skills
- Ability to work independently with minimal supervision
- Excellent organizational skills and the ability to prioritize tasks



SPORTS AND
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- Fully proficient with Adobe Production Pro software
- Ability to edit and utilize green screen
- Knowledge of sports an asset
- Knowledge of the nuances of highlight reels an asset

Qualifications:

- Minimum one year of recent related experience
- Completion of post-secondary education in a related discipline an asset
- Willingness to complete a Police Information Check required
- Valid First Aid Level 1, 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:

- 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.