

Job Posting

Position Title: Manager, Events
Department: Events
Status: Full-time, salary
Reports to: Associate Director, Events
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 Associate Director, Events; the Manager, Events is responsible for all aspects of planning and executing events. The Manager, Events will also manage the LEC facility booking schedule.

Primary Duties and Responsibilities:

- Lead the planning, organizing, implementation, and evaluation of local, regional, provincial, national, and international sporting events
- Lead the planning, organizing, implementation, and evaluation of entertainment and non-sport events
- Manage LEC facility booking schedule
- Develop and oversee event budgets
- Provide event documentation to LEC staff and partners, including detail sheets and floor plans
- Provide excellent customer service to all LEC partners, teams, tenants, and guests
- Communicate with other departments and partners to ensure financial targets and objectives are met
- Develop and implement plans to ensure efficient and effective usage of all areas of the facility
- Respond to inquiries for facility bookings
- Provide leadership and direction to Events staff
- Other duties as assigned



SPORTS AND
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Skills and Abilities:

- Excellent leadership skills
- Excellent customer service skills and a personable approach
- Strong attention to detail
- Strong written and verbal communication skills
- Team oriented
- Ability to trouble shoot in a fast-paced environment and within tight deadlines
- Proficiency in Microsoft Office Suite
- Experience organizing and hosting tournaments and events
- Experience with managing facility schedules using a booking software
- Experience with people management 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, business administration, or other related discipline
- Minimum three years of Event experience in a similar facility or environment
- 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

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.