



## Job Posting

**Position Title:** Manager, Production Services  
**Department:** Production Services and Communications  
**Status:** Full-time, salary  
**Reports to:** General Manager and Director, Event Facilities  
**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 General Manager and the Director, Event Facilities, the Manager, Production Services is responsible for the oversight and delivery of creative content for all events. The Manager, Production Services will be responsible for setting the creative direction for department material and providing leadership and coordination to the Production Services and Communications department for all creative deliverables. This includes using innovation to develop new templates and improve on existing materials for each of our tenant teams during their seasons of play, and for all LEC hosted events.

### Primary Duties and Responsibilities:

- Lead and coordinate the delivery of all Production Services and Communications department requirements for all facility events
- Manage and coordinate the department to ensure all event requirements are complete
- Liaise and communicate with LEC teams and event members regarding production requirements
- Ensure all department equipment is kept on appropriate maintenance and replacement schedules
- Develop and maintain relationships with third-party providers related to facility production equipment and assets
- Develop templates that are aligned with applicable brand standards of LEC or home teams
- Lead the building of assets such as ribbons and screens in relation to in-game entertainment, including static and motion graphics
- Lead the building of head shot templates, intro videos and highlight reels
- Adhere to LEC video policy and ensure adherence within the department
- Other duties as assigned



**Skills and Abilities:**

- Team oriented
- Excellent customer service skills and a personable approach
- Excellent leadership skills
- Strong written and verbal communication skills
- Ability to trouble shoot in a fast-paced environment
- Proficiency in Microsoft Office Suite
- Proficiency with Adobe Creative Suite
- Proficiency with Adobe Production Pro software
- Experience with HD/HDV cameras such as JVC GY-HD250U
- Knowledgeable in multiple sports that Langley Events Centre is capable of hosting
- Knowledgeable in the nuances of sports highlight reels and in-game entertainment, such as headshots and intro videos

**Qualifications:**

- Minimum three years of experience in a similar role or environment
- Completion of post-secondary education in a discipline such as video production, graphic design, motion graphics, or other related discipline
- 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](mailto: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.