Faculty of Kinesiology and Physical Education, Intercollegiate Program
University of Toronto

POSITION TITLE   Assistant, Intercollegiate Events
Faculty:     Kinesiology and Physical Education
Pay Range:     $18.50/hour, 30 hours per week
Classification:    USW Casual,
Contract Start Date  August 14, 2019
Contract End Date  December 11, 2019

Reporting to the Manager, Events, Marketing and Athletic Communications and under the supervision of the Coordinators, Athletics and Special Events, the incumbent provides a wide range of support to all intercollegiate events including, but not limited to OUA and U SPORTS championships, league and exhibition games and special recognition events.

This position works closely with student sport coordinators, USW casual staff, work-study students and the intercollegiate event and marketing team to deliver high quality, professional events that recognize the efforts of the student-athletes and coaches, and contributes to the reputation of both the University of Toronto and the Varsity Blues.

Working in a fast-paced, energetic team environment, the incumbent will be detailed oriented and deliver accurate, effective and efficient customer service while projecting a welcoming, positive and professional image for the Varsity Blues program and the University of Toronto.

DUTIES

• Be responsible for all game day and/or championship preparation and operation of a select group of intercollegiate sports including preparation of the event/game day action plan, liaising with coaches and facility staff, and coordinating with ticketing and promotions.

• Ensuring all OUA, U SPORTS and U of T sport specific protocols are met.

• Assist the Coordinators, Athletics and Special Events with the hiring, orientation, training and supervision of over 75 event staff.

• Assist the Coordinators, Athletics and Special Events with event management, on-site supervision at events and ensuring that post-event requirements are carried out at the highest possible standards.

• Assist the Coordinators, Athletics and Special Events with sports administration tasks including, but not limited to: preparing game scripts and production music files, developing game day action plans, preparing event bulletins, reviewing sport rules and regulations, planning event logistics, reviewing hosting policies, preparing meeting agendas and minutes, developing post-mortem reports, etc.

• Assist the Coordinators, Athletics and Special Events with scheduling work study events staff, planning and delegating weekly tasks in preparation for home games and successfully fulfil learning objectives and competencies.
• Assist the Coordinators, Athletics and Special Events in the successful event planning and implementation of the 2019 OUA Golf Championships and 2020 OUA Badminton Championship.

• Other duties as assigned.

QUALIFICATIONS

Education: College Diploma in sport administration or equivalent combination of education and experience.

Experience: One year relevant sport event experience, preferably in a university setting.

Other:
1. Ability to deliver high quality work in an environment of overlapping and time-sensitive tasks.
2. Attention to detail is required.
3. Ability to successfully function in a position driven by competing demands and frequent interruptions.
4. Ability to work with diverse groups of people.
5. Ability to be organized under pressure and deliver a quality product.
6. Ability to exercise initiative, discretion and good judgment.
7. Demonstrated excellence in oral/written communication.
8. Excellent interpersonal and communication skills.
9. Able to work a flexible schedule, including evenings and weekends.

Please apply to:
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