



Manager, Sport & Venue

About Us

Halifax (K'jipuktuk) is hosting the 2023 North American Indigenous Games (NAIG) in July 2023, which was postponed for 2020. NAIG 2023 will welcome approximately 5,000 indigenous participants from across Turtle Island (North America) to participate in the largest multi-sport gathering in Atlantic Canada of Indigenous people since contact. The NAIG 2023 will feature 17 sports, 7 days of cultural celebration and about 3,000 volunteers from July 15 to 23, 2023 in a celebration of indigenous sport and culture. NAIG 2023 is organized and executed by the NAIG 2023 Host Society, who is a not-for-profit organization and the employer of this opportunity. For more information on the host society please go to www.naiq2023.com

Our Opportunity

The Manager of Sport & Venue is responsible for ensuring operation of all sporting venues across NAIG 2023. This position oversees all functional areas within the venue, such as: field of play, equipment, sport schedules, technical requirements, scoring and timing systems, results, fit out, overlay, warehouse and volunteers. As well, this position is responsible for coordination of all the activities that will occur on site of sporting venues, and interfaces with the functional areas/entities that are performing these tasks. The role is to provide the overall integration of sport and venue operations across all stakeholders and functional area groups. This role involves overseeing staff and managing relationships with the Provincial Sport Organizations (PSO) and Facility Managers.

- Develop and manage the contracts with PSOs, venues and others including ensuring payments and deliverables are met/provided.
- Responsible for the overall sport & venue coordination. This involves fit out, technology, sport setup, parking operations, transport, food services, spectator services, security and act as the venue liaison with owner/operators.
- Ensure the venue selection and fit out meet the technical requirements of individual Sport needs and that the sports schedule will be accommodated.
- Support the process of the acquisition and use of Sport Equipment required for the Games and warehouse operations.
- Ensure that the selection of the technical officials takes place and the logistics of food/accommodations /transport are organized to ensure all requirements are fulfilled.
- Work with the Games Technology staff and the PSO to ensure TSR (Timing, Scoring and Results) systems are in place for all sports; along with overall central results.
- Develop a plan to coordinate the recruitment and training of Sport & Venue specific volunteers.
- Collaborate with venue and operations teams.

- Managing spectators, ensuring effective and smooth operations of all personnel on the venues, and making sure the events start and finish on time every day is a critical task.
- Development of Venue Functional Plans with space allocations, vehicle/people flow and key services.
- Managing a wide range of staff including volunteers.
- Coordinating with the key internal Halifax 2023 key stakeholders—including broadcast, sports, technology, ceremonies, and operations for space and services planning at Games venues.

Qualifications

- Proven working experience as a senior sport administrator with preferable experience with multisport events.
- 5 plus years of progressive management experience managing diverse and challenging projects, in a fast paced and multifaceted environment.
- Have led or played a senior role in the planning and executing of a major project requiring elements of the elements of this scope.

Technical/Job Specific

- Must be able to work independently.
- Position requires a full commitment to the project as extensive and intense work will be required to deliver this scope.
- Solid communication skills, both written and verbal, and proficient in Microsoft Office.
- Strong interpersonal skills, creative thinking and the ability to work in a team environment.
- Organizational skills and time management abilities are essential.
- Able to take initiative and establish priorities, attention to detail and complete task assignments in a timely and accurate manner.
- Able to exercise discretion, good judgement, and solid decision-making. Must have the ability to adhere to strict confidentiality.
- Experience training, supervising and leading staff, volunteers and ensuring that their work is completed in a timely and accurate manner.

Working Conditions

- Flexibility in hours as the incumbent will be expected to work some evenings and weekends.
- Own transportation required, including a valid Class 5 license.
- Criminal record checks must be provided (vulnerable sector) prior to the commencement of the contract.
- Office will be in HRM and on indigenous lands.

Competencies

Analytical Thinking, Decision Making, Networking/Relationship Building, Managing Change, Values & Ethics, Valuing Diversity, Teamwork & Cooperation, and Organization and Planning.

Work Status:

Temporary full-time contract up to August 2023.

Hours of Work:

35 hours a week and must be willing to work a flexible work schedule.

Salary:

\$65,000 - \$80,000 per annum.

Closing Date:

Applications will be Friday Oct 29th, 2021 at midnight

Expected Start Date

January 4, 2022

Please submit your cover letter and resume to careers@naig2023.com or apply through: shorturl.at/tRY68

Please note: We thank all applicants for their interest in this position. Only those applicants selected for interview/testing will be contacted.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the Recruiter when invited to the assessment process.

Candidates are encouraged to self-identify in this recruitment process under any of the employment equity groups. Preference will be given to applications from qualified Indigenous/Aboriginal persons.