



Title: Director, Events
Type of Position: Full Time/Salary
Location: Vancouver, BC or Remote
Reporting to: Managing Director, Operations and Game Development
Salary: \$70,000 to \$85,000

Our purpose at Rugby Canada is to inspire the nation on the global stage, and to lead, govern and support the game of rugby across Canada, to ensure Rugby Canada is recognized and respected worldwide as a top 12 rugby nation on and off the field. Our values are our Canadian Rugby DNA, and show the world what we stand for; Courage, Unity, Fun, Respect and Integrity are the core beliefs on which we will build the next chapter of Rugby Canada's future.

The Director, Events will be responsible for leading the development and delivery of strategic and operational plans for Rugby Canada events, including the HSBC Vancouver SVNS. The position will manage multiple reports and consider Rugby Canada, World Rugby and World Rugby Sevens Series key performance indicators to ensure delivery at or above standard. This is a complex role that -calls for an experienced and motivating individual who will effectively lead a high-performing team of staff, contractors and volunteers, and communicate with key stakeholders. Additionally, the Director will be responsible for exploring strategic initiatives that drive the success and growth of Rugby Canada fixtures, while ensuring events are delivered effectively and on-budget. The Director will be an energetic and innovative individual responsible for achieving objectives/priorities while meeting departmental budget goals.

RESPONSIBILITIES

- Strategic Planning & Execution
 - Work with the Leadership Team and World Rugby to identify fixtures/tournaments, evaluate hosting strategies/opportunities, and lead the development of a 3+ year hosting calendar
 - Oversee the planning, production, execution and quality of all Rugby Canada and HSBC Vancouver SVNS events in accordance with the highest international standards
 - Oversee strategic planning and execution of all event operations inclusive of stadium services, competition/technical, team services, transportation, volunteers, medical, broadcast, game presentation operations, IT, hotel operations, and finance
 - Oversee development and implementation of operational ticketing strategies, related to stadium scaling, pricing, group sales, inventory management and ticket launches
 - Develop and execute strategic initiatives for revenue growth and innovation
 - Identify fixture hosting opportunities and lead the development of event hosting tenders/bid proposals, including venue and location selection
 - Support the development of match management and game presentation; oversee the match day run sheet and collaborate with broadcast and marketing on partner activations and on-field presentations

HEAD OFFICE

Victoria Office / Bureau de Victoria
3019 Glen Lake Road
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- Review and evaluate event policies and procedures on an annual basis to ensure they remain relevant and efficient; lead the creation of event administration materials
- As a senior member of the team, work collaboratively both internally and externally with other department leads, staff, suppliers, partners and other stakeholders
- Serve as the lead contact for World Rugby in relation to all Rugby Canada & Vancouver SVNS event planning and execution
- Leadership Administration
 - In cooperation with the Managing Director, Operations and Game Development, lead in identifying staffing needs, drafting job descriptions, hiring, training and development of department staff and contractors
 - In cooperation with the Executive Team, the Director will promote a culture of motivation and engagement, ensuring that all members of staff develop personal performance plans and associated goals
 - Manage all direct and indirect reports, according to Rugby Canada personnel policies
 - Present planning and implementation process reports and updates to the Rugby Canada & Vancouver Sevens Boards as required - identify issues and opportunities for presentation
- Financial Management
 - Lead the development and drafting of event budgets
 - Track departmental performance against key metrics; prepare required forecasts and cash flow estimates
 - Manage monthly corporate credit card reconciliation for the Director's corporate Visa
 - Lead on select revenue opportunities and associated implementation, including identifying resource requirements and determining revenue sources from grants, operational VIK and food & beverage shares
 - Support the revenue planning for ticketing, premium/suite sales, sponsorship, MIK, and merchandise
 - Oversee the settlement and reconciliation process for events
- Community, Government and Public Relations for HSBC Vancouver Sevens
 - Initiate, develop and maintain cooperative relationships with key constituencies, including government contacts at the Federal, Provincial and Local levels
 - Oversee application submissions and reporting for Government grants; ensure proper internal sharing of deliverables
 - Prepare Rugby Canada event reports in conjunction with a third-party contractor
 - Participate in media training to serve as a public spokesperson for events, as required
 - Lead on communication and engagement with First Nation partners as it relates to hosted events
- Marketing and Communications
 - Support the development of the marketing and communications plans for events, including fan information, key messaging and promotions timelines
 - Support the strategic planning and operations of marketing and communications related tasks as required

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- Be available to travel as required, including World Rugby SAG meetings, select conferences and meetings, and major events
- Other duties may be assigned as needed

REQUIRED SKILLS & QUALIFICATIONS

TRAINING QUALIFICATIONS

- Ability to thrive in a fast-paced work environment, with a proven track record of being able to prioritize focus areas in order to work efficiently and effectively
- Results-oriented, able to set priorities and deliver results consistently to a high professional standard
- Solutions focused, able to negotiate and find innovative, effective solutions, especially when under pressure and with tight timelines
- A positive and motivating leader dedicated to fostering growth and performance of team members
- A collaborative team member who can establish strong working relationships with colleagues within the organization and outside stakeholders

SKILL & KNOWLEDGE QUALIFICATIONS

- 7+ years' experience in management in the sport or event industry with a relevant organization
- A Bachelor's degree or diploma from a recognized institution – a MBA or advanced degree considered an asset
- Demonstrated experience leading and developing high performing teams
- Exceptional complex project/event management skills
- Exceptional relationship management skills
- Experience handling or working with government or international delegates considered an asset
- Experience fostering team building and a positive work culture considered an asset
- Exceptional verbal and written communication/presentation skills
- Experience developing, forecasting and managing budgets for large scale events
- Previous experience working in a fast-paced environment with emphasis on timelines and delivery of projects under pressure
- A keen eye for detail and a passion for exceeding expectations
- Ability to learn quickly and adapt to new skills
- Proficient in Microsoft Office (Teams, Excel, Word, PowerPoint, and Outlook)
- Bilingual in English and French considered an asset

Don't have everything listed above? If you have some of these qualities and believe this is the position that will make you excited to come into work, then we want to hear from you!

How to Apply

Interested candidates are invited to submit a cover letter and a resume of their experiences to

jobs@rugby.ca. Only those

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candidates selected for an interview will be contacted. The deadline for applications to be received is 6:00pm PT on Tuesday, October 15th, 2024.

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