



## RUGBY CANADA JOB DESCRIPTION

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**Title:** Manager, Event Operations

**Type of Position:** 1 Year Fixed Term Contract

**Location:** British Columbia Remote, or Remote/ in office locations in Vancouver & Victoria

**Reporting to:** Director, Events

Rugby Canada is the national sport organization committed to the domestic development and international success of rugby for Canada.

Canada International Sevens GP Ltd, a division of Rugby Canada, is responsible for the planning and execution of the HSBC SVNS VAN event.

### POSITION DESCRIPTION

This position is responsible for supporting the development and delivery of operational planning for Rugby Canada events, including the HSBC SVNS VAN tournament, international XV and age grade fixtures that take place across Canada throughout the year. The manager will work closely and collaboratively with the Rugby Canada Director, Events to develop and deliver exceptional fan and participant experience, ensuring operational delivery at or above Rugby Canada and World Rugby key performance indicator standards. This role will be responsible for management and delivery of all plans associated with stadium operations, match management/competition, team services, event logistics, broadcast, IT, and staff support. Additionally, the manager will oversee supplementary event staff/contractors during peak busy times in the lead up to and during event weeks.

### RESPONSIBILITIES:

#### Event Planning and Delivery:

- Build effective relationships with all stakeholders involved in designated events in cities allocated to the role - match venues, funding partners, hotel partners, local city authorities, contractors, commercial partners and suppliers.
- Drive collaboration and alignment with internal Rugby Canada and external (e.g. World Rugby) Functional Areas - Competitions, Ticketing, Commercial, MarComms, Merchandise, Broadcast and Development.
- Responsible and accountable for relevant event budget line items.

#### Venue Operations:

- Lead the planning and delivery for all match venue operations and act as the main point of contact for all event functional areas (e.g. broadcast, officials, teams, media etc).
- Lead relationship with match venue representatives to determine space allocation, staffing and security, FF&E, power, and IT requirements.

### HEAD OFFICE

Victoria Office / Bureau de Victoria  
3019 Glen Lake Road  
Langford, BC CANADA V9B 4B4  
Tel / Tél: 250-483-1202

Vancouver Office / Bureau de Vancouver  
Suite 450 - 375 Water Street  
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Tel / Tél: 778-379-5770

rugby.ca  
contact@rugby.ca





- Work with Director, Events in the negotiation and execution of match venue contracts in association with the event calendar.
- Develop and execute event operational plans including project plans, stadium maps, production schedules, staff resourcing/scheduling, signage plans, back of house F&B, space allocation and requirements.
- Develop and own efficient relationships with all external suppliers and service providers as it relates to the match venue.
- Support event experiential delivery such as game presentation programming and activations.
- Recruit, train and manage contractors, as required, to support operational deliverables for each event.
- Manage the delivery of event volunteer programs, including leadership over contractors as needed.
- Lead the development and delivery for event accreditation including zoning, pass design, management, and distribution, including leadership over contractors as needed.
- Support the Director, Events in the creation and maintaining of RFPs and MOUs with host cities/venues, local organizing groups and Provincial Unions for events and domestic competitions.
- Work with Director, Events on collecting post event surveys and reports to capture valuable feedback on how to improve venue operations for future events.

#### **Match Management and Competition:**

- Work with Rugby Canada's Chief Medical Officer to develop the medical services plan for events in accordance with World Rugby and Rugby Canada guidelines and standards.
- Work with Rugby Canada Match Official (MO) Manager to coordinate the Match Official, Citing and Disciplinary team logistics for events including their allocation, flights, accommodation, meals, training venues, ground transport, event day communications and technical requirements.
- Work collaboratively with anti-doping authorities / World Rugby representatives to coordinate in stadium requirements for the anti-doping team.
- Support the Director, Events in the creation of tournament schedules and match run sheets.

#### **General:**

- Ability to serve as lead Event Manager for select Rugby Canada events.
- Support the logistics for event staff including flights, accommodation, ground transport and meals/per diems.
- Maintain and manage event equipment, managing the storage, shipping and inventory of all event equipment as needed.

### **QUALIFICATIONS & EXPERIENCE**

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- 3+ years' event operations experience in the sport or event industry
- Bachelor's degree from a recognized institution - a degree in project management, events, operations, or a related field considered an asset.
- Experience in major international events management, specifically in the planning and delivery of complex events involving multiple stakeholders, requiring integrated planning and execution - across multiple client groups including elite sporting teams and officials, international broadcasters, media, spectators, guests.
- Demonstrable success in planning and delivering at venue and event level - preferably with multiple activations occurring on the same site.
- Experience in a fast-paced environment and capable of moving seamlessly between strategic, tactical, and operational levels of activity.
- Experience dealing with budgets and project management.

*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 every day, then we want to hear from you!*

## How to Apply

Interested candidates are invited to submit a resumé and cover letter to [jobs@rugby.ca](mailto:jobs@rugby.ca).

Only those candidates selected for an interview will be contacted.

The deadline for applications to be received is 11:00pm PT on September 15<sup>th</sup>, 2023.

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