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## NATIONAL EVENTS MANAGER

Gymnastics Canada (GymCan) is the national sport governing body responsible for the governance, development, and promotion of Gymnastics in Canada. Gymnastics Canada works closely with twelve (12) Provincial and Territorial Federations (P/TSOs) and over 700 clubs to provide a broad range of programs and services to meet the needs of all participants. From athlete development to coach and judge education, Gymnastics Canada sets the operational standards and practices for the sport in Canada. Our mandate is to promote and provide positive and diverse gymnastics experience through the delivery of quality and safe gymnastics programming from playground to podium.

Under the direction of the Chief Executive Officer (CEO) and working in conjunction with key national and provincial staff and volunteers in the organization, the National Events Manager shall be responsible for managing and executing the vision for GymCan's national events strategy as outlined in the association's Strategic Plan. Specifically, the National Events Manager manages the execution of the national and international hosting strategy for GymCan in order to best position the sport of Gymnastics in the public eye while properly managing the technical outcomes of all events and competitions to the satisfaction of the various stakeholders.

### Core responsibility:

The **National Events Manager** is a member of GymCan's technical leadership and management team and is responsible for the planning and management of the national events strategy that encompasses all national and international level competitions hosted in Canada. The incumbent will work closely with GymCan staff, P/TSO professional staff, all volunteer organizing committees, and external funding and programming agencies, all within the framework provided by the GymCan Strategic Plan, respective policies and procedures and technical regulations.

### Specific responsibilities include:

- The ongoing planning, implementation, delivery, and evaluation of GymCan's quadrennial national events strategy, including the setting and monitoring of annual and long-term events calendars, creation and management of a suite of in-person and virtual competition hosting platforms and strategies, host city/organizing committee selection, determination and monitoring of event budgets, pre- and post-event host committee engagement, and on-going evaluation of the effective balance between public engagement and technical outcomes for all events.
- Managing annual budgets within the scope of expectations as set by the CEO, including the proper assessment and forecasting of financial outcomes for all national level events.
- Management of professional staff and organizing committees dedicated to the delivery of the national events strategy.
- Engagement with external national and international agencies that impact the effectiveness of the GymCan national and international events hosting strategy. Work closely with GymCan assigned staff on the promotion and communication of national and international events hosted in Canada.
- Work closely with national staff in the management and servicing of Gymnastics Canada's equipment sponsor agreements dedicated to the national events hosting program.

- Lead the on-site and virtual logistics pertaining to all national events hosted by GymCan.
- Contribute a high level of management expertise to the daily professional work environment in the GymCan office.

**Qualified candidates should have a combination of proven expertise and experience as follows:**

- The proven ability to manage and implement a broad national events strategy, preferably in a sport or not-for-profit environment that has a strong reliance on volunteer local organizing committees for implementation of specific events.
- A proven ability to manage multiple projects within tight timelines.
- A degree in sport management or equivalent experience.
- At least five years of work experience in a volunteer led not-for-profit organization.
- Excellent leadership, organizational, administrative, and interpersonal skills, including very strong written and verbal communication skills.
- Good understanding of the Canadian sport system and the various funding and operational agencies that can contribute to an effective national events infrastructure.
- Versatile with new technologies. Good knowledge of Microsoft Office programs, Adobe Acrobat, and website management tools.
- Bilingualism is a significant asset.
- Knowledge of the sport disciplines in Gymnastics is a significant asset

This is a full-time position. This position requires frequent domestic travel (8-10 times per year for an average of 8-10 days per trip). There is an expectation of long hours during competitions and some level of physical exertion in event set up and tear down. A valid driver's license is helpful for this role.

Gymnastics Canada has transitioned to a "virtual" National Office environment but has retained a small physical office in Ottawa. The successful candidate will work remotely but is expected to be based in Canada.

The salary range for the National Events Manager position is \$57,000 – \$64,000 per annum, commensurate with experience. GymCan also offers an attractive employee benefit package.

Qualified applicants are invited to submit their applications and resume, in confidence by 5pm EST, **Monday, December 19<sup>th</sup>, 2022** to:

**Mary DeGrasse, Executive Assistant**

Gymnastics Canada

2451 Riverside Drive, Ottawa, ON K1H 7X7

[mdegrasse@gymcan.org](mailto:mdegrasse@gymcan.org)

We thank all the applicants for their interest, but only those candidates selected for an interview will be contacted.

