



MONTREAL ALOUETTES FOOTBALL CLUB

Position: *Manager, Events*

Reports to: *Vice-President, Operations & Events*

Remuneration: *TBD (will depend on candidate's qualifications and experience)*

Job Description:

- Manage Club's public & private events, such as fan events, golf tournament, corporate hospitality events, etc.
- Manage events group of two (2)
- Coordinate and supervise hospitality service in suites during games
- Act as liaison between Club and suite clients
- Coordinate installation and take-down of temporary hospitality areas and equipment for games
- Recruit, hire, and manage required temporary event staff

Qualifications:

- Ability to quickly understand the desired end result and break-down the steps needed to achieve it
- Detailed and highly organized work method and be motivated to improve processes
- Familiarity with large group events, outdoor events, and corporate hospitality events
- Experience with audio and video equipment, as well as staging
- Excellent organizational skills with ability to effectively prioritize and manage changing demands
- Experience managing concurrent priorities and tight deadlines
- Ability to troubleshoot with the foresight to anticipate problems ahead of time
- Capacity to grasp the complexities of a large project
- Ability to take creative direction and be flexible in the face of change and last minute initiatives
- Strong inter-personal & leadership skills
- Ability to influence and negotiate with suppliers & partners diplomatically
- Calm and flexible under pressure
- Bilingual – French & English (written & oral)
- Possess a Bachelor degree or equivalent
- Minimum 4-5 years event management experience required
- Basic business computer skills a must, familiarity with drawing software (AutoCAD) an asset
- Catering experience an asset

Candidates should send their resume to:

By mail:

The Montreal Alouettes
Attention: Mark Weightman, Vice-President, Operations & Events
1260 University Street, suite 100
Montréal, Québec H3B 3B9

By Fax :

(514) 787-2565

By e-mail:

mweightman@montrealalouettes.com

Note: Only candidates granted an interview will be contacted. Please do not call.