

TITLE OF POSITION: EVENTS MANAGER

Primary: This role is to lead and organize all Tennis BC Events with support from the Coordinator of Events. The position is a full-time salaried position and requires seasonal variations in workload.

SCOPE OF RESPONSIBILITIES

General: To work in close conjunction with the Player Development Director and the CEO to provide support for various Tennis BC Junior, Adult, and Senior events.

1. Events
 - a. Organize Tennis BC Adult, Senior, and Junior circuit events.
 - b. Liaise with stakeholders to support approximately all tournaments that Tennis BC hosts annually including developing creating training materials, soliciting feedback, using measurement tools to ensure consistency.
 - c. Coordinate with the Player Development Director and host clubs to maximize competitive opportunities for Juniors, Adults (NTRP/OPEN), and Senior players
 - d. Work with Events Coordinator to lead the planning and organization of Senior Provincials, and the Stanley Park Open.
2. Technical Support
 - a. Create TP files for all sanctioned events
 - b. Support clubs with format, draws, and scheduling of events
 - c. Submit TP files to Tennis Canada for rankings

SKILLS REQUIRED

1. Ability to work independently and in a team environment with a strong commitment to providing support even outside of job description requirements. This is a team support role and the ability to work in a team setting is critical.
2. Strong computer skills in word and excel spreadsheets
3. Strong administration skills in working with budgets, documentation and filing, preparation and planning of events
4. Understanding of the Rules of the Court
5. An ability to provide a vision for program development and excellence
6. Positive, clear and energetic communication skills in handling players, sponsors, municipal officials, and the network of event partners
7. Understanding of the basics of tennis event support

JOB SPECIFICS

1. A salaried role with participation in the Tennis BC benefits program
2. Flexibility to work from home is provided. The role will require occasionally being on site for events, weekends occasionally and being present for the Stanley Park Tennis tournament during 21 days of July event