



Event Coordinator

Reporting to the Managing Director, the Event Coordinator is responsible for planning, coordinating, executing and overseeing all aspects of Burlington Gymnastics Club (BGC) events to ensure their successful delivery while adhering to approved budgets.

Annual Event Planning

- Annually, works with the Managing Director, Program Heads, Rec Manager and Office Administrator to conduct annual event planning which includes:
 - Identifying and recommending events that BGC will participate in the upcoming fiscal year.
 - Providing support to Program Heads by gathering information and creating an estimated budget to assist them and the Managing Director in making informed decisions. (i.e., researching potential events, venues, hotels, flights, etc.).
 - Creating budgets for each event and providing them to the Managing Director for approval. (It will be the responsibility of the Managing Director to provide the budget recommendation to the Board of Directors Finance Committee for consideration and inclusion in the fiscal year budget).

Event Execution

- Leading, planning and executing all aspects of assigned events by:
 - Creating and being fully accountable for event workback plans with key deliverables, accountabilities, timelines, etc.
 - Building relationships with vendors and other key stakeholders by researching and making recommendations for engage with qualified, high-value service providers.
 - Ensuring communications and social media plans are created for each event to ensure they are planned and executed to optimize engagement, promotion of BGC's events and participation. This includes website updates, social media posts (Facebook, Instagram), Monthly club newsletters, event bulletins/emails and any other communication that is deemed to optimize effectiveness.
 - Supporting the execution of event themes and any creative assets required to enhance the overall experience of event participants.
 - Conducts venue walk-throughs, meets with venue event planner and recommends banquet/catering functions, hotel accommodations, meeting facilities and other event spaces.
 - Works with other stakeholders to recommend merchandise/swag for all events in accordance with BGC's brand guidelines, vendor selection guidelines and approved budgets. Once approved, takes the lead to order the merchandise/swag and coordinates delivery, etc. Ensures orders are optimized to minimize unused inventory and maintains an inventory of all merchandise/swag that can be used for other events/situations.

- Collaborating with other event stakeholders (i.e., Program Heads, Meet Directors) to ensure sufficient volunteers/BGC employees are available to support the execution of event deliverables.
- Apply for and attend community events on behalf of BGC. This includes but is not limited to City of Burlington, Chamber of Commerce, Halton Region, and Halton School events.

Competitions

- Non-BGC hosted meets:
 - Collaborates with Program Heads to coordinate and support administration of Artistic Competitions, Rhythmic Competitions and Rec Performance Team by corresponding with Gymnastics Ontario and Gymnastics Canada as required, providing support to research/price out and recommend potential hotels/flights car rentals for identified competitions.
 - Once competitions have been finalized by the Program Heads, leads the administration to register athletes for the meets and book hotel/flight/car rentals as required and support Program Heads with communications to families.
 - Communicates early and often with Program Heads, Club Administrator and Bookkeeper to ensure all stakeholders are informed and all required tasks are assigned and completed in a timely manner.
- BGC hosted meets: Spring Cup (Artistic & Rhythmic and Provincial Qualifiers)
 - Collaborates and supports Meet Directors with key competition deliverables by meeting with them early and often to identify the support required and assignment of duties/responsibilities to deliver a successful competition.
 - Takes responsibility for the execution of key deliverables which includes:
 - Ensuring the accurate tracking and reconciliation of club/athlete registrations, changes and scratches – this will require the Event Coordinator to work closely with the Meet Directors and Bookkeeper.
 - Working with the Meet Directors and Assistant Head Coach to (i) identify and secure competition venues, (ii) order medals/ribbons, (iii) submit applications/Bid to Host to the City of Burlington/Gymnastics Ontario, (iv) obtain required permits, (v) ensure sufficient volunteers are available before/during/after the competitions and if necessary, securing external volunteer support, (vi) arranging for equipment transportation to/from the event, (vii) any other duties/responsibilities to ensure a successful competition.
 - Ensuring BGC security controls, Marketing/Brand guidelines and any other relevant policies/procedures are adhered to by the Meet Director. This includes custody and control over BGC cheques, adherence to BGC brand guidelines, vendor management, etc.

BGC Internal Support

- Leads, plans, oversees and executes (which includes delegating where necessary) all aspects of assigned responsibilities related to BGC meetings (i.e., Program Parent Meetings).
- Supports the Managing Director with the AGM.

- Through collaboration with the Managing Director, Program Heads, Club Administrator, Bookkeeper and Parent Volunteers, leads, plans, oversees and executes assigned responsibilities related to BGC Program Events.

Communications

- Responsible for event communications internally and externally. This includes website updates, mass communications, and social media.
- Responsible for gathering feedback from attendees during and after events.
- Responsible for leading the Marketing and social media communications for all BGC events.

Event Sponsorship

- Recruitment of sponsors for each event.
- Schedules sponsorship programs before, during and after each event.
- Communicates with sponsors.

Overall

- Embraces a high-performance environment and has an exceptional ability to work collaboratively to influence positive outcomes.
- Champions a customer/member focused culture to ensure open, honest, two-way communication.
- Actively pursues effective and efficient outcomes in all areas of accountability and works in partnership with all members of BGC's team to ensure collective success.
- Other responsibilities/tasks will be completed by the Event Coordinator. This is not intended to be all-encompassing of the position's day-to-day tasks.

Qualifications

- Bachelor's degree or diploma in business, tourism, hospitality administration or related field.
- Two to three years of experience in management, hospitality, tourism administration, public relations or related industry.
- Gymnastics experience (desired).
- Strong Customer service skills
- Excellent written and verbal communication skills
- Demonstrated management skills and ability to influence outcomes and people
- Strong negotiation skills
- A basic understanding of the industry they work in and what the events are usually like
- An understanding of social media and other marketing skills used to send invitations and promote events
- Knowledge of performance monitoring methods for events and the ability to create reports to guide future event coordination improvements
- Strong event management skills and experience

BGC offers a competitive salary plus benefits.

BGC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.

All applications (Resume/CV and Cover Letter) are to be sent to Paul Burns, Managing Director at pburns@bgcgym.com by Friday, July 19, 2024.