**Job Title: Chair, Ceremony**

**Reports to: Director, Special Events**

**Portfolio: Tourism**

**Scope of Position**

The Chair, Ceremony will support the Director by developing plans for both the Opening Ceremony and the Closing Ceremony. Plans will include entertainment, program creation, protocol, minute by minute scripts, marshalling, rehearsals, and liaising with officials.

Term: Sept 2018 – Feb 2020

**Key Competencies**

* Planning and organizing
* Communication
* Teamwork
* Networking and relationship building
* Resource and fiscal management
* Adaptability/flexibility

**Responsibilities**

Key Responsibilities:

* Develop an Opening Ceremony and Closing Ceremony plan for approval. The plan includes entertainment appropriate for the age group of the participants, appropriate protocol for platform dignitaries and invited guests, detailed minute by minute scripts, a plan to marshal participants, organization of rehearsals, liaising with television personnel.
* Develop related policies and procedures for approval.
* Determine facilities, equipment and supplies required and arrange to obtain.
* Ensure plans are implemented within the approved budget, timeline, policies and procedures.
* Determine number of committee volunteer required. Recruit, register, train, schedule and supervise volunteers.
* Liaise with other committees.
* Coordinate the activities of the committee in cooperation with the Alberta Sport Connection and the Games staff.
* Attend committee meetings as required.
* Prepare a final report.

**Qualifications**

* Be self-motivated and goal oriented
* Superior communications, interpersonal, writing and organization skills
* Ability to deal with donors, sponsors and the public, in person, on the phone and through email
* Experience and demonstrated success in organizing committees and volunteers
* Experience in developing and working with volunteer boards
* Confident public speaker with the ability to engage donors, volunteers and community organizations
* Established relationships with Airdrie and area business community an asset

**Physical Demands**

* Manual dexterity required to use desktop computers and peripherals.
* Ability to work in a loud environment
* High-stress, fast paced environment