**Job Title: Chair, Opening Ceremonies**

**Reports to: Director, Special Events**

**Portfolio: Special Events**

**Scope of Position**

The Chair, Opening Ceremonies is responsible for coordinating and implementing the Opening Ceremonies event plan within the designated budget. The chair will focus on event implementation, event production, logistics, safety, volunteer & athlete coordination to deliver a high-calibre event that aligns with Airdrie 2020’s mandate.

**Key Competencies**

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

**Responsibilities**

* Plan, coordinate, and manage all elements of the Airdrie 2020 Opening Ceremonies scheduled for Friday, February 14, 2020
* Coordinate logistics for the event including athlete parade, protocol, speeches, entertainment, parking, seating, VIP sections, signage, snow removal, venue management, power, risk assessment etc.
* Coordinate all elements of production
* Work with protocol liaison to create formal event program with sponsors, dignitaries, government officials, and City of Airdrie
* Conduct safety and risk assessment for the event
* Liaise and communicate with other Airdrie 2020 committees including: transportation, venues, communications, protocol, culture, volunteer resources etc
* Liaise with Torch Relay Chair to coordinate continuation of torch relay and lighting of cauldron
* Liaise with VIP Reception Chair to host VIP guests during the event
* Develop and maintain relationships with suppliers, vendors and City of Airdrie
* Liaise with Communications teams for all promotional signage, social media and event promotion
* Complete a detailed event report and provide Director, Special Events with all event timelines and plans for Airdrie 2020’s legacy commitment
* Determine volunteer needs, submit requisition forms, schedule and manage volunteers
* Ensure safety orientation is completed by all volunteers
* Demonstrate a safe work practice at all times by adhering to all Airdrie 2020 safety policies and procedures and ensuring one’s own safety is preserved along with the safety of co-workers, direct reports and public.
* Be mindful of all safety hazards/concerns within the work environment and ensure all safety issues are reported to the appropriate individuals
* Other related duties as assigned

**Qualifications**

* Strong event management and coordination experience (5+ years), particularly in organizing and executing large public events
* Demonstrated event production background
* Experience working with event committees and managing volunteers
* High level of proficiency in Microsoft applications.
* Strong communication skills both written and verbal
* Knowledge and familiarity with local area is an asset
* Ability to take on responsibility and use initiative to prioritize and work effectively, under pressure and to tight deadlines.
* Innovative problem-solving skills.
* Excellent time management skills.

**Physical Demands**

* Manual dexterity required to use computers
* Walking and standing for extended periods of time.
* Occasional heavy lifting between 10lbs to 50lbs
* Ability to work outdoors in adverse weather conditions
* High-stress, fast paced environment