**Job Title: Chair, Torch Relay**

**Reports to: Director, Special Events**

**Portfolio: Special Events**

**Scope of Position**

The Chair, Torch Relay is responsible for coordinating and implementing the event plan within the designated budget. The chair will focus on event implementation, logistics, safety, volunteer & participant coordination to deliver a memorable, high-profile event that engages the community and 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 Torch Relay scheduled for Friday, February 14, 2020
* Coordinate logistics for the event including torchbearers, transportation, road closures, route timing, torch exchange locations, ATCO portable stage etc
* 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
* Coordinate post event BBQ for torch bearers
* Work with promotion committee for torch bearer selection
* Manage all torchbearer communication
* Liaise and communicate with other Airdrie 2020 committees including: transportation, venues, communications, protocol, culture, volunteer resources etc
* Liaise with sponsor contact for event delivery
* Develop and maintain relationships with suppliers 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 (3+ years), particularly in organizing and executing public events
* Experience working with event committees and managing volunteers
* High level of proficiency in Microsoft applications.
* Strong communication skills both written and verbal
* Knowledge and familiar 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 up 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