

Event Administration Coordinator

ROLE: EVENT ADMINISTRATION COORDINATOR

REPORTING RELATIONSHIP: WORLD CUP LOC

WORKING LOCATION: CALGARY, AB

DURATION: OCT-JAN – exact dates TBC.

The Event Administration Coordinator will report to the World Cup LOC Event Directors. Responsibilities include organizing and managing all logistical and administrative details for the event including accommodation, transportation plan, food and beverage plan at the hotel and WinSport venue, race office and needs as required by FIS Rules, athletes, staff, event officials and volunteers. The goal of this position is to ensure all activities outside of field of play run smoothly and efficiently leading up to and during the event. This event is both a Snowboard Canada and Freestyle Canada Halfpipe World Cup. This position is for the coordination of the snowboard discipline.

Deliverables & Duties:

Pre-Event:

1. Develop the Event Invitation / Program to submit to FIS and distribute to all competitive teams.
2. Be the main contact for teams, the hotel and FIS regarding all registration and hotel booking logistics.
3. Coordinate Team Registration that may include:
 - Receiving team registrations
 - Managing and updating the Team registration database
4. Manage and supervise all administrative and logistical tasks for the 2026 FIS Halfpipe World Cup at WinSport's Canada Olympic Park. This includes, but is not limited to:
 - Arranging lodging and meals for staff, event officials and teams (athletes, coaches and team officials)
 - Coordinating and ordering all accreditation
 - Organizing and managing all printing
 - Establishing procedures for VIP, staff, officials and team registration and pick-up of accreditation
 - Scheduling and supervising Race Office volunteers
5. Coordinate room bookings and various requirements with site host including, but not limited to:
 - Determining onsite room booking requirements at the Hotel
 - Requesting appropriate technology and furniture/fixtures for each room as required
 - Overseeing installation and set-up of technology, furniture and fixtures onsite
6. Coordinate vehicle rentals for technical staff, FIS officials, and officials including, but not limited to:
 - Determining event vehicle requirements
 - Contacting car rental companies and finalizing agreements for vehicle rentals
 - Communicating pickup and drop off times with all personnel requiring vehicles
 - Maintaining records for vehicle rentals.
7. Coordinate accommodations for teams, officials and staff including:
 - Liaising with hotel property(ies),
 - Determining rooming assignment and distribution,

- Supervising check in procedures,
 - Informing hotel staff our procedures
 - Reconciling payment (if required).
8. Coordinate volunteer training for administrative and logistical tasks.
 9. Supervise the development and distribution of materials for promoting World Cup event and activities. This may include, but is not limited to, the World Cup Poster, World Cup Program
 10. Arrange all required meeting space for event operations, including Race Office, Accreditation/Registration, Media Centre, Technical office, equipment storage.
 11. Arrange all printed materials for event operations including, but not limited to:
 - Posters,
 - Tickets,
 - Directional Signs,
 - Event Media Guides,
 12. Determine and arrange office equipment and supplies needs for the Race Office, Media Centre and Judges stands.
 13. Other event related duties as required in consultation with the LOC Event Directors.

During Event Week:

1. Set up and run event headquarters & race office
2. Update all event schedules and communicate any changes to all stakeholders
3. Manage all communications to teams, event officials and staff in matters related to food and beverage service, accommodations, site bookings and transportation
4. Update the hotel with up-to-date meal times and meal time volume.
5. Assist with sponsor hosting program, if applicable
6. Organize athlete autographs on posters for volunteer and sponsor gifting
7. Coordinate with volunteer coordinator and WinSport Food and Beverage to arrange proper food drop and pick up times for food services for all event officials and volunteers.

Post-Event:

1. Assist with site takedown
2. Assist with completion of funding reports as required by government partners, as directed by the LOC Event Directors, including a breakdown tracking report of all participants of the event and their hotel room bookings
3. Participate in a debrief meeting

Stipend

This will be variable based on applicant's skills and prior experience. Stipend will be discussed with potential candidates in the interview process.