



## EVENT SUPPORT SPECIALIST

### POSITION DESCRIPTION

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#### **INTRODUCTION - WHO ARE WE?**

Based in Halifax NS since 2007, Sports & Entertainment Atlantic (S|E|A) delivers world-class sport tourism events and experiences to Canada's East Coast. S|E|A is Atlantic Canada's largest multi-dimensional, full-service event, sponsorship and consulting enterprise, providing regional, national and international clients with a one-stop option for sponsorship sales, consulting, activation and corporate hospitality.

At S|E|A, we believe that the power of sport helps unite our communities, making them strong and better. We have worked with a large number of clients, such as: PGA TOUR Canada, U SPORTS, HFX Wanderers FC, Canada Basketball, Rugby Canada, Soccer NS, and the Maritime Women's Basketball Association, to name a few. We are committed to providing our fans with outstanding entertainment through memorable experiences, our sponsors and partners with exceptional activation value, and our volunteers with rewarding and enriching events.

#### **OUR VISION**

***We are united through a shared purpose and the belief that the power of sports brings our communities together, helping to make them better and stronger.***

#### **THE POSITION**

- The Event Support Specialist will be a key member of the S|E|A Management Team integrated in all aspects of operations
- You are an excellent communicator, have the ability to juggle multiple projects well, and have a passion for sports.
- Flexible work hours on evenings/weekends are required
- Working in collaboration with all S|E|A staff with a scope that will fully immerse you in all aspects of our business, clients, and our projects, your primary role will be to assist in the management of S|E|A's Event operations and S|E|A's Business operations.

## **KEY ROLES + RESPONSIBILITIES INCLUDE:**

- Assist in the recruitment and organization of Event Volunteers
- Understand all the operational requirements for each event including but not limited to schedule, venue, and competition format
- Understand the logistical requirements for each event including accommodations, food & beverage services, transportation, AV, Team Services, Event production etc.
- Coordinate and supervise the supply chain partners including S|E|A's suppliers and vendors
- Help manage customer payment systems/banking for registration and or ticket sales
- Assist in the management of event ticketing
- Assist in the development and management of Event Day checklists
- Help oversee all Event happenings to resolve problems, issues, customer concerns etc.
- Assist in post-event evaluation processes and prepare/submit reports
- Participate in managing the relationships with our key corporate partners and our municipal, provincial, and federal funding partners

## **ADDITIONAL RESPONSIBILITIES**

As a member of the S|E|A Management Team, you will participate in and support all aspects relating to:

- Marketing
- Advertising
- Sponsorship
- Event Management
- Ticketing
- Social Media and Digital communication
- Public Affairs
- Customer Relations
- Customer Experiences...and more.

## **REPORTING RELATIONSHIP**

The successful candidate will report directly to S|E|A's Director of Event Services.

Interest applicants are encouraged to apply by emailing their resume and cover letter to:

[careers@seatlantic.ca](mailto:careers@seatlantic.ca)