

JOB DESCRIPTION
NATIONAL EVENTS DIRECTOR
Location: Head Office (Ottawa)

1.0 DESCRIPTION

1.1 ORGANIZATION: Gymnastics Canada (GymCan)

1.2 TITLE: National Events Director

**1.3 JOB CATEGORY/
NATURE OF POSITION:** Senior Leader (Full Time)

1.4 IMMEDIATE SUPERVISOR: Chief Executive Officer

2.0 RESPONSIBILITIES AND DUTIES

2.1 GENERAL

Under the direction of the Chief Executive Officer (CEO) and working in conjunction with key national and provincial staff and volunteers in the organization, the National Events Director shall be responsible for leading and executing the vision for GymCan's national events strategy as outlined in the association's Strategic Plan. Specifically, the National Events Director leads the vision and execution of the national and international hosting strategy for GymCan in order to best position the sport of gymnastics in the public eye while properly managing the technical outcomes of all events and competitions to the satisfaction of the various stakeholders.

In setting the direction for the GymCan national and international event hosting strategy, the National Events Director will work closely with key national and provincial staff, local event organising committees, and various external hosting and funding agencies to fulfill the broad mandate of the national event platform. The National Events Director demonstrates high level planning, operations, presentation, program evaluation, and communication skills, has strong insight and perspective on the unique Canadian gymnastics culture, and understands the Canadian sport system and the positioning of gymnastics in the public domain.

At the direction of the CEO, the National Events Director may represent GymCan in dealings with Sport Canada, the Canadian Sport Tourism Alliance, the Canadian Olympic Committee, Commonwealth Games Canada, Canada Games, Fédération Internationale de Gymnastique, the Pan American Gymnastics Union, and other provincial, national or international service organizations with respect to the mandate for GymCan national and international events hosting activities and programs. As required, the National Events Director shall work closely with national high-performance staff, the Finance Director, and the CEO to prepare budgets and

make presentations to government and non-government agencies as necessary. Equally, the National Events Director acts as the national “ambassador” and liaison to the GymCan member organisations with respect to the national events strategy.

The National Events Director will have significant expertise in the development, management, and execution of national and international sporting competitions in Canada, and/or equivalent professional training in the field.

The National Events Director shall comply with all GymCan policies and codes of conduct that relate to their activities and scope of engagement and influence.

2.2 SPECIFIC

A. National Events Hosting Strategy

- Establish a national events strategy that includes appropriate hosting needs and measured outcomes for GymCan and member associations in line with the stated objectives in the GymCan Strategic Plan.
- Within the scope of program and performance objectives outlined in the GymCan Strategic plan, provide leadership for the development, implementation, and evaluation of annual and long-term objectives for the national events hosting plan, including the provision of international hosting opportunities.
- Oversee the establishment and implementation of the national events strategy, including the RFP and bidding process, and agreements and/or working protocols with member associations and local organising committees for all national and international hosting opportunities.
- Lead the procurement of funding for national and international events hosted in Canada through liaison with various national, international and provincial funding agencies.
- Lead the development, implementation and overall management of the National Events budget on an annual basis. This includes the appropriate financial and programme reporting at the completion of all national and international events hosted by GymCan.
- Manage the post-event assessment protocol to provide GymCan with timely information and feedback that impacts the effectiveness of implementation of the National Events Strategy.
- Oversee the management and coordination of the national event calendar to ensure appropriate alignment with provincial/territorial priorities, to ensure timely notice of hosting opportunities for provinces and clubs, and to oversee the preparation and implementation plans for national events through the various LOC's and GymCan professional staff.

B. National Events Administration

- Provide leadership and oversight towards appropriate event pre-planning (including the event registration process), on site operations, and post-event evaluation for all national and international events hosted by GymCan.
- Development, implementation, and on-going management of hosting documents and tools (i.e. Hosting Manual).
- Ensure that appropriate administrative tasks and reporting requirements are properly managed on behalf of GymCan with various funding partners with respect to GymCan hosting events.
- Provide on-site event management and leadership to the LOC's and GymCan professional staff at specific GymCan hosted events.
- Work with the Director of Communications and Marketing towards the appropriate promotion and media/public servicing for national events hosted by GymCan, and manage the on-site events needs as they pertain to the integration of communications and sponsor servicing expectations within national level events.
- Work closely with GymCan High Performance staff in the preparation of all aspects of the GymCan national events strategy and profile.
- Work closely with the CEO in the servicing of equipment sponsors aligned with the national events strategy.

C. General Administration

- Lead the development and updating of GymCan hosting policies and procedures.
- Work closely with GymCan staff and LOC's on submissions, reports, communications, and other requirements that are integral to the continued support and development of the GymCan National Events Strategy.
- Engage on a monthly basis with the GymCan technical staff and GymCan members and partners in meetings and activities that relate to the overall GymCan National Events Strategy.
- Work closely with the CEO and Director of Finance on the development, monitoring, and reporting for the National Events budget.
- Represent GymCan at appropriate meetings with external funding and programming agencies that are supportive of the GymCan National Events Strategy.

3.0 Degrees of Supervision

The National Events Director shall consult regularly with the GymCan CEO on matters pertaining to the management and development of the National Events Strategy. The National Events Director reports directly to the GymCan CEO.

The National Event Director may have direct responsibility for the management of other GymCan staff assigned to the National Events Strategy or who are directly engaged with the implementation of the Strategy.

4.0 Power of Decision

The National Events Director shall maintain a high level of knowledge and engagement in all programming related to the job requirements and will be responsible for making decisions on a consistent basis. The National Events Director will have sufficient authority to act in the daily management of program areas in accordance with GymCan policies, programs, and budget scope. Beyond these limits, the National Events Director is required to have decisions approved by GymCan CEO.

5.0 Key Performance Indicators – National Events Director:

- Implementation of the GymCan National Events Strategy as per the benchmarks identified in the GymCan Strategic Plan.
 - Quality of engagement with GymCan staff, P/TSO representatives, and LOC's towards mutually agreed performance objectives as outlined in the National Events Strategy.
 - Quality of leadership in the planning and implementation of the National Events Strategy.
 - Overall performance as a key technical leader within the GymCan staff.
 - In conjunction with the CEO and Director of Finance, maintain effective administrative and fiscal management within the GymCan National Events Strategy.
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