Student Employment Opportunity
Event Manager – Men’s & Women’s Hockey
University of Regina Athletics

University of Regina Athletics is currently recruiting for the position of Event Manager – Hockey for the 2017-2018 varsity athletic season. Reporting to the Athletic Coordinator - Marketing and Event Management, the Event Manager - Hockey is responsible for all aspects of Cougar Men’s and Women’s Hockey home events. This individual will work closely with University of Regina Athletics staff as well as Facilities staff, visiting teams, and the general public. The Event Manager – Hockey works primarily weekend evenings at Cougar Hockey home games with some office hours during the week.

Responsibilities:
- Event site management during all women’s hockey home games.
- Staff all Cougar Women’s Hockey home games. The successful applicant will be responsible for staffing the following positions: Door Security (1), Scorekeeper (1), Score Clock Operator (1), Announcer (1), Video Camera Operator (1), Music Coordinator (1), and Promotions (1).
- Hire, train, schedule, and supervise minor officials (staff).
- Work closely with hockey coaches and other team personnel.
- Work closely with University of Regina Athletics staff.
- Game-day set-up: video cameras and related equipment, special promotions & game-day sponsors.
- Distribute promotional items (posters, schedules, etc.).
- Perform administrative duties as assigned.
- Submit float/minor officials pay forms weekly.
- Pay-out staff at conclusion of events.

Requirements:
- Be a returning University of Regina student in the fall.
- Have excellent organization and communication skills.
- Proficient with Microsoft Office.
- Must be available to work evenings and weekends.
- Prior event management experience is an asset.
- Knowledge of hockey is an asset, but not required.
- Must be willing to work at off-campus venue (hockey games are played off-campus).

Term of Position: September 8, 2017 – March 30, 2018 (approximate)

Salary: $21.72 per hour (part-time)

Closing Date: April 6, 2017 @ 5:00 PM.

Cover letters and resumes can be submitted via email or in person to:
Matthew Litke
Athletic Coordinator, Marketing and Event Management
Faculty of Kinesiology and Health Studies
matthew.litke@uregina.ca
Room 170.5, Centre for Kinesiology, Health & Sport

University of Regina Athletics is committed to employment equity.
We encourage applications from all qualified applicants.
Only those selected for an interview will be contacted.