Student Employment Opportunity
Event Manager – Volleyball/Basketball
University of Regina Athletics

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.

Responsibilities:
- Event site management during all Cougar Volleyball/Basketball home games.
- Staff all Cougar Volleyball/Basketball home games. Most games will be scheduled as double-headers (women’s game followed by men’s or vice versa). The successful applicant will be responsible for staffing the following positions: Door Security (1), Score Clock (1), Ticket Sales (2), Music Coordinator (1), Video Operator (1), 3-Ball Attendants (3), and Promotions (2).
- Hire, train, schedule, and supervise minor officials (staff).
- Work closely with men’s and women’s coaches.
- Work closely with University of Regina Athletics staff.
- Game-day set-up: ticket sales/admissions, video camera and related equipment, special promotions, game-day sponsors, and other game-day operations duties as required.
- 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 volleyball is an asset, but not required.

Term of Position: September 8, 2017 – March 23, 2018 (approximate)

Salary: $21.72 per hour (part-time)

Closing Date: April 6, 2017 at 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

More information on this and other opportunities available at: www.reginacougars.com

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