



2020 World Masters Athletics Championships in Toronto

Job Posting for Volunteer/Paid Position

This opportunity is being posted across a number of sources and through multiple channels. We encourage you to pass it on to anyone you think might be interested and qualified.

Background:

Toronto Athletics Event Management Inc. (TAEM) has been contracted by World Masters Athletics (WMA) to organize and host the 2020 World Masters Athletics Championships in Toronto. TAEM is a not-for-profit, registered corporation whose purpose is to promote and organize athletics events, sports, games and recreational events, and foster goodwill and sportsmanship. TAEM operates under the direction of the Board of Directors and with the guidance of a Local Organizing Committee.

Founded in 1975, the WMA oversees world championships for masters-aged athletes (35 years of age and over), and works in cooperation with the International Association of Athletics Federations (IAAF).

The WMA Outdoor Championships are hosted every two years. Toronto expects about 9,000 athletes and guests from over 70 countries to attend the Championships in 2020. The event will be hosted over a period of thirteen days and will take place at six venues.

DIRECTOR OF ADMINISTRATION

Key responsibilities include oversight for:

- Accreditation of all athletes, guests, VIPs etc.;
- Transportation logistics;
- Providing a consistent and attractive 'look' to the Championships, including but not limited to uniforms and signage;
- Venue decorations and signage;
- All arrangements for, and management of, the General Assembly, Team Manager Meetings, WMA meetings and other meetings;
- Merchandising;
- Management of the Accompanying Persons package as required;
- Hospitality and translation;
- The management of the TO2020 Website and social media in partnership with the Vice President of Advertising, Marketing and Strategic Partnerships;
- Photography and the positioning and accreditation of photographers on the field of play;
- Accommodation;
- Travel agency if and as required;

- Communications within the Organizational Team and between the Organizational Team and the WMA;
- Any and all legal issues that need to be monitored and managed;
- Insurance for the entire event;
- Servicing of government grants and corporate funding;
- The production and dissemination of a Results Book which is in keeping with the contracted requirements of the WMA;
- Event programme at all venues;
- Entry List book;
- Competitor's Handbook

Your team:

You will work with a number of qualified volunteers and professionals who have extensive and specialized experience in the above areas. You will be responsible for directing them, setting tasks and timelines, coordinating efforts between all members of this area of operations, sourcing resources and cost effective relationships, and meeting deadlines.

Reporting to:

The Director of Administration will work closely with TAEM and the Board of Directors, reporting directly to the Chief Executive Officer.

Experience:

You should have five or more years of experience working with large scale sports events. You must have strong organizational, analytical and interpersonal skills, and be creative and results oriented. Proficiency in English is a must, and multiple linguistic skills will be a strong asset. You must also be prepared to work long days under stressful conditions prior to and during the event.

Remuneration:

The intent of TAEM is to provide contracted and negotiated financial compensation for this position. However, candidates must understand that TAEM has no source of income for the time being. Compensation will also be influenced by revenue and expense levels once they are realized. For now, therefore, this position must be considered to be a volunteer position.

Application Deadline:

This position will remain open until it has been filled, so please send us an application if you are interested.

How to send us your information:

Let us know why you would be the perfect candidate for this position – submit your resume and cover letter to: john@wmatoronto2020.com. Only those chosen for interview will be contacted. Thank you for your interest.

Dated: March 19, 2017.