



47^{es} Championnats du monde
Gymnastique artistique FIG
Montréal 2-8 OCT 2017
FIG Artistic Gymnastics
World Championships

2017 FIG Artistic Gymnastics World Championships

Montreal to host the 2017 Artistic Gymnastics World Championships

Make your mark as our Senior Director – Operations and Logistics

SUMMARY

- Employer: **2017 FIG Artistic Gymnastics World Championships**
- Location: **Montreal, Québec**
- Schedule: **Full-time, from April/May 2016 to November 1st, 2017**
- Key areas of operation: **Operations Division**
- Salary: **\$75,000 to \$85,000**
- Minimum relevant experience: **5 years**
- Minimum education: **University degree or equivalent combined with a minimum of 10 years relevant experience in event operations and logistics**
- Linguistic profile: **Bilingual – French and English**
- Application deadline: **March 14th, 2016**

Are you passionate about people and event logistics? Do you thrive in a start-up environment where you have to deliver under pressure? Does the predictable nine-to-five daily grind not appeal to you? If you answered yes to these questions, apply today for the position of Operations and Logistics Director for the 2017 FIG Artistic Gymnastics World Championships.

GENERAL

Reporting to the CEO and as a member of the Management Committee, the Senior Director – Operations and Logistics will be responsible for all services related to operations and logistics in support of the successful delivery of the 2017 FIG Artistic Gymnastics World Championships (2017 AGWC).

BACKGROUND

The International Gymnastics Federation (FIG) is delighted that the 47th Artistic Gymnastics World Championships will be hosted in Montreal from October 2 to 8, 2017. The FIG awarded the organization of the event to Canada and Montreal in February 2015 following a successful tour of the proposed venue. Gymnastics Canada and Gymnastique Québec subsequently created a Local Organizing Committee (LOC) mandated to organize the 47th Artistic Gymnastics World Championships (AGWC 2017). This will be Canada's second time hosting the Championships; the first time, in 1985, was a resounding success.

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Québec



Montréal





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The Championships will coincide with Montreal's 375th Anniversary, Canada's 150th Anniversary, and the 50th Anniversary of the World's Fair, Expo 2017. For us, it will be a year that is rich in culture, and one that will culminate at Montreal's Olympic Stadium for this major sports event that will bring together more than 500 athletes, 700 coaches and officials, over 500 volunteers, as well as media and visitors from over 80 countries.

In addition to being FIG's flagship event, the Artistic Gymnastics World Championships are ranked among the top 10 international events in Olympic sports. A powerful source of inspiration and engagement, the 2017 AGWC organization will bring together, in a youth-focused initiative, sport federations and their members, the City of Montreal, the Montreal sport community, the corporate sector and all levels of government.

HOW TO APPLY

For a more complete description of the position and its requirements, please refer to the description below.

Submit your application by clearly describing your interests and skills, and attach your resume in full confidence to the attention of Nathalie Bastien at: nbastien@2017artisticgymnasticsworld.com

Thank you for your interest in this position. Please note that only those applicants who have been selected to advance to the next step in the screening process will be contacted.

This position will receive funding from the Government of Canada, the Gouvernement du Québec, the Ville de Montréal, and Tourisme Montréal.

SENIOR DIRECTOR – OPERATIONS AND LOGISTICS

GENERAL

SPECIFIC RESPONSIBILITIES

Reporting to the CEO and as a member of the Management Committee, the Senior Director – Operations and Logistics will be responsible for all services related to operations and logistics in support of the successful delivery of the 2017 FIG Artistic Gymnastics World Championships (2017 AGWC).

The incumbent will lead a team of approximately 10 to 15 full- and part-time employees, as well as subcontractors and volunteers, as required. The Senior Director – Operations and Logistics will be supported by coordinators, liaison officers and volunteers in carrying out his or her tasks related to technology, security, coordination of operations at the main venue, logistics and general services.

The role and primary responsibilities of the Senior Director – Operations and Logistics are as follows:

Technology, Security, Main Venue, Logistics and Corporate Services

- ☺ Oversee the organization of the departments and divisions under his or her authority
- ☺ Ensure that detailed timelines are established, updated and respected by the departments and divisions under his or her authority
- ☺ Coordinate the various operations-related departments and divisions
- ☺ Liaise between his or her divisions and the Management Committee's other divisions
- ☺ Oversee the creation and implementation of the Operations Manual, and share any information required for its creation with the heads of the divisions under his or her authority
- ☺ Determine the venues and any temporary, portable equipment needed for the AGWC, and develop venue plans and layouts
- ☺ Set up and support the technology infrastructure, computer equipment and telecommunications services needed for the AGWC
- ☺ Develop and implement the security plans and strategies needed for the AGWC
- ☺ Provide a range of services to AGWC participants and FIG representatives, including services related to accreditation, visa issuance and transportation between official AGWC venues
- ☺ Coordinate the operations of the main venue (field of play, training, warm-up, etc.), which includes handling all aspects of venue management, spectator services, concessions, parking, food, etc.



Human Resources

- ☺ Select the heads of the operations-related departments and services
- ☺ Supervise and coordinate the work of his or her departments and services
- ☺ Oversee the management of these departments' and services' daily operations
- ☺ Ensure that services under his or her authority apply the administrative procedures set out by the Organizing Committee

Committee

- ☺ In accordance with the Management Committee's general policy, establish policies for the operations-related departments and divisions, and ensure the policies are adhered to
- ☺ Bring any concerns and/or challenges that could affect the Organizing Committee's operations to the attention of the CEO
- ☺ Monitor and ensure adherence to the budget for which he or she is responsible
- ☺ Participate in senior management and Management Committee meetings
- ☺ Perform any other related task as requested by the CEO

QUALIFICATIONS

Education

- ☺ University degree or equivalent, and at least 10 years of relevant experience in event operations and logistics

Experience

- ☺ Experience in an operations-related management position within one or more major organizations; experience in event planning is considered an asset
- ☺ Experience in staff management (engagement, recruitment and selection, performance appraisal, conflict resolution, coaching, etc.)
- ☺ Ability to work under pressure (especially to meet tight deadlines)

Required Skills

- ☺ Bilingualism, both spoken and written
- ☺ Strong creative sense
- ☺ Strong leadership skills and sense of responsibility
- ☺ Good communication skills, both verbal and written
- ☺ Ability to work together with staff, volunteers and partners
- ☺ Exceptional project planning skills
- ☺ Strong interpersonal skills and sound judgment
- ☺ Good knowledge of the Microsoft Office suite
- ☺ Familiarity with AutoCAD and SketchUp (asset)
- ☺ Ability to work in teams and to multi-task
- ☺ Availability to work flexible hours as required, both before and after normal office hours, including evenings and weekends (important asset)

TERM AND SALARY

- ☺ Full-time position starting April/May 2016 and ending November 1, 2017
- ☺ Salary: \$75,000 to \$85,000