

**Job Title:** Penticton Vees Game Day Coordinator

**Job Status:** Part Time

BCHL's Penticton Vees Junior 'A' Hockey Club and Spectra Venue Management are looking for a committed, detail-oriented and outgoing individual to manage and execute game-day production for Penticton Vees Home Games at the South Okanagan Events Centre this 2019-20 season.

**Responsibilities:**

- Work closely with the Penticton Vees Director of Corporate Partnerships, SOEC Marketing Department & Game Day Sponsors to organize game night elements throughout the season.
- Coordinate and develop in-game entertainment including promotions, activities and fan interactive elements
- Schedule game night volunteers such as anthem singers, ice crew and Penticton High School Leadership students
- Continually research and implement new and creative ideas to enhance the Penticton Vees fan experience
- Manage all sponsor prizing and giveaways
- Communicate all game day information in advance to Marketing/Operations departments
- Prepare Penticton Vees Game Day "Stats Packs"
- Oversee and manage all game night activations
- Assist the Penticton Vees social media efforts by collecting photo and video content throughout the games
- Assist the Penticton Vees with client activation
- Some administrative duties

**Skills/Abilities:**

- Team Oriented
- Excellent customer service skills and personable approach
- Strong organizational skills, time management skills and attention to detail
- Good judgement and decision making skills
- Ability to troubleshoot in a fast-paced environment
- Ability to effectively multitask
- Strong communication skills, both verbal and written

**Qualifications:**

- Knowledge of the game of hockey
- Experience with promotions and customer service an asset
- Must be over 18 years of age

