



Job title	Manager, Events
Reports to	Director, Event Systems
Direct Reports	Event Coordinator(s)
Term	Full Time Permanent

Job purpose

The Manager, Events is responsible for leading the planning, and execution of up to 50 Skate Ontario events across the province with over 20,000 event entries. This role provides direct supervision and leadership to the events team and oversees event operations, financial management, and logistics to ensure an athlete-centered, consistent, high-quality, and efficient approach to event delivery across all competition series.

The Manager, Events supports the ongoing evolution of Skate Ontario's event model. This includes leveraging digital tools, enhancing operational processes, and supporting the delivery of positive, inclusive, and well-organized experiences for athletes, officials, and volunteers at all stages of development.

Creating relationships with host clubs and key stakeholders, this role builds a culture of collaboration, innovation, and continuous improvement.

Duties and responsibilities

Event Planning & Delivery

- Lead the planning, execution, and evaluation of Skate Ontario events across five competition Series.
- Execute standardized event operational plans, timelines, and workback schedules across all events.
- Oversee on-site event delivery, ensuring consistency, quality, and alignment with Skate Ontario standards.
- Ensure a consistent, positive, fun, and athlete-centered event experience across all levels.
- Attend events across Ontario as required.

Project & Financial Management

- Develop and manage event budgets and financial tracking processes.
- Monitor event performance, identifying risks, efficiencies, and opportunities for optimization.
- Project manage multiple events simultaneously, ensuring timelines and deliverables are met.

Team Leadership & Development

- Provide leadership, coaching, and performance management for events team.
- Foster a collaborative, accountable, and solutions-focused team environment.
- Support staff development and capacity building within the events team.

Partnerships & Stakeholder Relations

- Build and maintain strong relationships with Local Organizing Committees (LOCs), municipalities, and other agencies where applicable.
- Collaborate with LOCs to enhance event delivery, community engagement, and local impact.
- Manage relationships with service providers.

Innovation, Technology & Continuous Improvement

- Identify and support the implementation of opportunities to modernize event delivery through technology, data, and process improvements.
- Support the integration of digital tools and automation (ex. registration processes, event communications) to enhance practical data collection, analysis, and insights.



- Analyze event data and feedback to inform decision-making and enhance future events.
- Lead annual event reviews and recommend operational and strategic improvements.

Event Systems

- Lead the bid review and host selection process.
- Work closely with the Coordinator, Officials to ensure that Skate Ontario's officiating standards and requirements are met.
- Work closely with the Sport Team to support athlete-centered, data-driven, and sport-aligned decision-making.
- Oversee event equipment inventory, logistics, and deployment.
- Contribute to cross-functional initiatives (including communications, finance, and digital broadcasting) that support the ongoing development and improvement of Skate Ontario's event delivery approach.

General

- Perform other duties, based on the needs of the organization.

Qualifications and experience

Qualifications include:

- University or college degree in Event Management, Sport Management or a related field, or equivalent practical experience demonstrating strong sport event planning and delivery capabilities.
- 3-5+ years of experience in sport event planning, management, and execution (sport environment considered an asset)
- Experience managing staff and working with volunteer-based organizations and committees.
- Experience managing multiple projects, budgets, and priorities simultaneously.

Skills and attributes:

- Inspirational Leadership: model's values-driven leadership and energizes others to achieve shared success.
- Communication and Influence; communicates clearly and persuasively to align others, build trust and achieve business outcomes.
- Resilience and Adaptability, Ability to thrive in a fast-paced, dynamic environment, maintains focus and effectiveness through challenges, ambiguity, and change.
- People and Stakeholder Focus; Builds positive, productive relationships and empowers others to perform at their best. Prioritizes team and stakeholder needs to drive collective success.
- Expertise and Continuous Learning; Applies knowledge and skills to deliver excellent results, while continuously improving and learning
- Vision and Strategic Thinking; Envisions future opportunities and develops strategies that align with business goals and drive execution.
- Highly organized with strong attention to detail
- Strong problem-solving and decision-making skills
- Proficiency in Microsoft 365
- Comfort with technology, data, and digital tools; curiosity and openness to AI and process innovation.
- Ability to influence positive change and contribute to a culture of continuous improvement.
- Passion for sport and creating exceptional participant experiences.

Working conditions

- Full time
- Hybrid Model – Remote/Office based on the needs of the business.
- Frequent travel across Ontario is required to fulfill the requirements of this position.
- Must have use of a vehicle and hold a valid driver's licence.
- Extended hours to meet the requirements of the business which will include evenings and weekends.



- Extensive health benefits package
- Opt-in matching RRSP program
- 3 weeks vacation per year

Skate Ontario is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability.

Skate Ontario welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

We recognize that experience can be gained in many ways and encourage applications from candidates with diverse backgrounds and non-traditional career paths.

Skate Ontario may use AI tools to support the selection process.

Only those selected for an interview will be contacted.

Salary Range: \$60,000 to \$75,000.00 per annum.

Please email resume and Cover Letter to:

Kelsey Bennett
Director of Event Systems
kbennett@skateontario.org

Closing date:
April 29, 2026.

Anticipated start date:
May 25, 2026.