



Position Title: Events Contractor

Company/Organization: Canadian Luge Association (Luge Canada)

Location: Whistler, British Columbia, Canada

Job Description:

The Canadian Luge Association is seeking a skilled and experienced Event Planner to oversee some aspects of the upcoming 2025 FIL Luge World Championships, scheduled to be held in Whistler, Feb 5-8, 2025. These aspects include VIP Experience, Spectator Experience and Ceremonies Production. This is a unique opportunity to contribute to the successful execution of one of the most prestigious events in the sport of luge.

Responsibilities:

1. **Strategic Planning:** Work closely with the Canadian Luge Association Events Committee to develop and implement comprehensive event plans, including timelines, budgets, and logistics, in alignment with the goals and objectives of the International Luge Federation.
2. **Venue Coordination:** Collaborate with venue management to secure appropriate facilities for the event, ensuring all technical requirements and safety standards are met.
3. **Supplier Management:** Source, negotiate with, and manage suppliers, vendors, and contractors for services such as catering, equipment rental, and activity activation.
4. **Event Operations:** Oversee operational aspects of the specified event pieces, including setup, signage, staffing, security, and emergency preparedness, to ensure a smooth and successful execution.
5. **Communication and Coordination:** Serve as the primary point of contact for stakeholders, including VIP guests, volunteers, caterers, contractors, maintaining open lines of communication and resolving any issues or concerns as they arise.

Qualifications:

- Proven experience in event planning and execution, preferably with a focus on sports events or large-scale international competitions.
- Strong organizational and project management skills, with the ability to multitask and prioritize effectively in a fast-paced environment.
- Excellent communication, negotiation, and interpersonal skills, with the ability to build and maintain relationships with a diverse range of stakeholders.
- Proficiency in budget management, contract negotiation, and logistics coordination.
- Flexibility to work irregular hours, including evenings and weekends, as needed, leading up to and during the event.
- The successful candidate will have a passion for sports, a keen attention to detail, and a commitment to delivering an exceptional experience for all participants and spectators of the Luge World Championships in Whistler during February 2025.

Contract term: September 2024 – February 2025

- part-time hours initially, transitioning to full-time leading up to the event.
- work location: remote.

Hourly compensation of \$28-\$30 / hour will be provided.

If this position is a fit for you, we encourage you to apply with a resume and cover letter to events@luge.ca. The competition will remain open until a suitable candidate is found.