



SEVEN CHIEFS
SPORTSPLEX
&
CHIEF JIM STARLIGHT CENTRE



Address: [19 Bullhead Road, Tsuut'ina Nation, AB T3T 0E1](#)

Phone: (403) 258-4840

Website: www.7chiefs.com

Hours: 6am-10pm

EMPLOYMENT OPPORTUNITY

Event Coordinator

REF#771

Title: Event Coordinator
Department: Seven Chiefs Sportsplex and Chief Jim Starlight Centre
Reports to: General Manager, Seven Chiefs Sportsplex
Designation: Full-Time

ABOUT 7 CHIEFS SPORTSPLEX:

Owned and operated by the Tsuut'ina Nation, the 7 Chiefs Sportsplex & Chief Jim Starlight Centre is a world-class sport and cultural destination. Home to elite sport, youth programming, and large-scale events, the Sportsplex provides a space for community building, celebration, and Indigenous excellence in sport.

JOB SUMMARY:

The Event Coordinator – Sport and Venue Operations is responsible for the planning, coordination, and execution of sport-focused events and tournaments hosted at 7 Chiefs Sportsplex. This role will ensure events are run efficiently, safely, and at the highest level of professionalism, supporting both external clients and internal programming. The successful candidate will be experienced in sport event logistics, facility operations, and stakeholder coordination, with a working knowledge of audio and visual equipment, event safety standards, emergency responder requirements, project managing and computerized systems.

DUTIES AND RESPONSIBILITIES:

- **Event Management** – responsible for short- and long-term event planning and management, including budgeting, marketing, and revenue generation. Ensures events are feasible, profitable, and effectively serviced while implementing strategic marketing plans. Oversees all aspects of event operations, including sales, planning, servicing, and administration. Develops creative and innovative event experiences, leveraging internal resources or outsourcing qualified vendors to enhance event offerings.

- **Event Coordination and Delivery** – lead the planning and execution of local, regional, and national sports events at 7CSportsplex, serving as the primary liaison for clients, leagues, and organizers. Oversee facility operations, including set-up, teardown, staffing, A/V, lighting, security, and community engagement. Develop and implement event timelines, logistics plans, and run-of-show documents using in-house software. Conduct walk-throughs, technical rehearsals, and post-event evaluations to ensure seamless execution and continuous improvement.
- **Operations and Venue Logistics** – manage bookings and venue calendars in collaboration with operations and sales teams. Oversee event safety protocols and emergency action planning (EAP) in coordination with EMS, fire, police services, and clients as needed. Ensure the presence of first aid providers, security personnel, and emergency services. Monitor equipment usage, assist with A/V troubleshooting alongside TTN IT/Production Engineer, and coordinate with facility maintenance and custodial teams to ensure event readiness.
- **Stakeholder and Partner Engagement** – foster strong relationships with the TTN community, user groups, Indigenous sport organizations, schools, clubs, and provincial sport bodies. Represent 7 Chiefs Sportsplex in planning meetings, site visits, and stakeholder briefings. Collaborate with the marketing and communications team to support event promotion and outreach.

QUALIFICATIONS:

- **Desired Education, Knowledge, and Experience:**
 - Post-secondary education in Sport Management, Event Management, Business Administration, or a related field.
 - Valid Standard First Aid and CPR certification
 - Knowledge of emergency response procedures and collaboration with community responders.
 - Familiarity with sport governing bodies and event sanctioning processes.
 - Sports-related background and experience, including work in Indigenous communities or sport programs.
 - 3–5 years of experience in sport event coordination, venue operations, catering, and hospitality.
 - Experience with Arena and Fieldhouse Management or Facility Booking Software.
- **Personal Attributes:**
 - Ability to effectively interact with people from diverse socioeconomic, cultural, disability, and ethnic backgrounds
 - Service-oriented with strong professional presentation skills
 - High-energy and entrepreneurial mindset
 - Motivational leadership abilities
 - Strong written and verbal communication skills
 - Exceptional planning, organizational, and administrative skills
 - Proficient in Microsoft Office Suite, Teams, spreadsheets, and scheduling platforms (MS Teams, PerfectMinds)
 - Experience with A/V systems, including Q-SYS, jumbo screens, iPads, and microphones

- Effective in providing outstanding customer service and driving positive outcomes
- General Employment Requirements:
 - Valid Alberta Driver's License
 - Clear Criminal Record Check and Vulnerable Sector Check.
 - Oath of Confidentiality.
 - Ability to work flexible hours including evenings, and weekends as required.

NOTE:

Please note that this organization adheres to Sections 1 - 9 of the Aboriginal Employee Preference Policy for selection and displacement.

Competition Opens: April 3, 2025

Competition Closes: April 16, 2025 @ 11:59 PM MST (No applications will be considered after this time)

Please apply in writing, including a resume to:

Tsuut'ina Nation Human Resources Department
9911 Chiila Boulevard, Tsuut'ina, Alberta T3T 0E1
ATTN: Recruitment Officer
OR Email: Jobs@tsuutina.com

Please reference in the subject line: JOB TITLE & REF # or it will NOT be opened.

We thank all applicants in advance, however, only those chosen with the required qualifications will be contacted for an interview.