



## 2023 MASTERS INDIGENOUS GAMES JOB POSTING AND DESCRIPTION

<b>POSITION TITLE:</b>	<b>Events, Culture &amp; Ceremonies Coordinator</b>
<b>REPORTING TO:</b>	Christina Ruddy, 2023 MIG Director of Events, Culture & Ceremonies
<b>HIRING ORGANIZATION:</b>	Indigenous Sport & Wellness Ontario (ISWO)
<b>ORGANIZATION ADDRESS:</b>	ISWO Head Office is located at 1090 Aerowood Drive, Unit #1A, Mississauga, Ontario
<b>CONTRACT TERM:</b>	April 2023 – August 31, 2023
<b>CONTRACT LOCATION:</b>	Although this position is primarily remote, the candidate must reside in the City of Ottawa, to ensure coordination and site visits with local artists, vendors, elders, service providers and venues.
<b>SALARY &amp; BENEFITS:</b>	\$28/hr; Games clothing kit; accommodations, meals, and transportation for Games time.
<b>HOW TO APPLY:</b>	Qualified applicants are invited to email their applications (resume and cover letter) to Abby Shirazi, General Manager, 2023 Masters Indigenous Games at <a href="mailto:info@mastersindigenousgames.com">info@mastersindigenousgames.com</a> , in one document with your name and “MIG Events, Culture & Ceremonies Coordinator” in the email subject line by March 31, 2023. Those candidates chosen for an interview will be contacted directly.

### **ABOUT THE 2023 MIG:**

The Ottawa 2023 Masters Indigenous Games (MIG) is open to Indigenous Peoples, aged 19 and over, from around the world. The event will take place from August 24-27 in the nation’s capital city - Ottawa; Ottawa and the surrounding region, is the traditional and unceded territory of the Algonquin Anishinaabe people, who have known and inhabited these lands for millennia.

The 4-day sport and cultural event will be a showcase of athletic achievement, rich cultural heritage of local, regional, and global Indigenous Peoples, and an opportunity to explore of one of Canada’s most vibrant, ethnically diverse, and beautiful cities.

The Ottawa 2023 MIG will kick off on Thursday evening with a spectacular Opening Gala, hosted at one of the premiere cultural institutions in the country. Sport competitions will begin Friday morning and run until Sunday afternoon; Canoe and Lacrosse, both traditional

Indigenous sports, will be featured in the sport competition lineup. The cultural festival will open its doors at Lansdowne Park on Friday, August 25, and feature 3 days of Indigenous artists, performers, interactive sport demonstrations, vendors, immersive cultural experiences with traditional knowledge keepers and elders, sponsor exhibits, an official 2023 MIG merchandise store, and a range of food trucks and cuisines. The cultural festival, which will be open to the public at no cost, will feature an array of award-winning Indigenous artists, performing on the main stage.

Learn more about the games at [www.mastersindigenousgames.com](http://www.mastersindigenousgames.com).

Learn more about ISWO at <https://iswo.ca>.

### **POSITION OVERVIEW:**

The 2023 Masters Indigenous Games (MIG) seeks an organized and motivated candidate to fill the role of Events, Culture & Ceremonies Coordinator. The Events, Culture & Ceremonies Coordinator will provide planning, logistical and coordination support for all 2023 MIG events including the Opening and Closing Ceremonies, the Cultural Festival, opening night at the cultural festival, assist in training and managing volunteers, coordinate set-up and tear down of event sites, and assist with planning in the leadup to the Games. This position is an excellent opportunity for an individual with multi-sport Games or event experience, looking to build additional skills in a unique, Indigenous centered, and fast-paced Games environment, with high public visibility.

Individuals within the Indigenous community are strongly encouraged to apply.

### **Duties include but are not limited to:**

- Coordinates all aspects of the planning and execution of events such as the Opening Ceremony, Cultural Festival, Closing Ceremony, and Volunteer training and appreciation events.
- Within an identified budget, assists in recruiting, hiring, and managing cultural performers for Cultural Festivals and Opening and Closing Ceremonies.
- Works with the Director of Events, Culture and Ceremonies to finalize a schedule of events for the Cultural Festival and Opening and Closing ceremonies.
- Determines and coordinates logistical requirements for Opening, Closing and Cultural Festival artists, in collaboration with tech and AV service providers.
- Liaises and coordinates requirements for booking elders and traditional knowledge keepers for the Opening, Closing and Cultural Festival, including any transportation and honorarium needs.
- Oversees day-to-day operations for the Cultural Festival during the Games which includes performer and elder welcome and support, customer service, needs of the vendors, set-up and maintenance of activations, and regulatory compliances.
- Supervises, trains, and monitors volunteers and Games staff assigned to the Events, Culture and Ceremonies portfolio.
- Identifies and coordinates the logistics of assets, and event elements and manage aspects related to food, AV, vendors, and performers for all Games events, in collaboration with the Operations and Logistics needs.
- Supports set up and tear down of events.
- Supports VIP and cultural protocols for all events and ceremonies.

- Acts a point person for issues that arise; resolve issues in a constructive and calm manner; problem solves and identifies solutions.
- Attends and actively participates in weekly 2023 MIG meetings and other planning meetings, while providing a weekly status update to the Director, Events, Culture & Ceremonies.
- Other duties as assigned.

**The Ideal Candidate Possesses:**

- Undergraduate degree/diploma in tourism, hospitality, business, event or sport management, or a related field of study.
- Two (2) or more years of solid experience in event management.
- Excellent interpersonal / networking skills and issues management / problem solving skills.
- Demonstrated ability to work in a highly dynamic, fast-paced, and deeply collaborative team environment, moving seamlessly between many simultaneous and concurrent tasks, operations, and requests.
- Ability to work collaboratively with staff, volunteers, and service providers, with strong attention to detail, and communication of expectations.
- Experience with Google Suite, Event Planning Documents, Project Management Software and Excel is an asset.
- Strong organization, planning, and follow-through skills for event management.
- Strong ability to meet tight deadlines and work well under pressure.
- Energetic self-starter; takes initiative and can work with minimum direction and supervision.
- Ability to be flexible in approach, work schedule and work process.
- Knowledge and experience working in a non-profit, events, sports, or multi-sport Games environment is an asset.
- Experience and knowledge of Indigenous cultures considered a significant asset.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Ability to lift and carry event supplies safely (up to 25lbs).

**Working Environment and Compensation:**

- Full-time contract position beginning immediately and ending August 31, 2023.
- Compensation will be based on 37.5 hours a week at \$28.00 per hour.
- Flexibility in hours, as evenings and weekends may be required in addition to extended hours during Games time (August 22-28).
- Candidate must be based in the Ottawa region to ensure local planning and regular site visits.
- ISWO's Head Office is in Mississauga, Ontario, however, all weekly meetings will be conducted virtually through Google meets and zoom.
- Additional benefits include:
  - Games merchandise and clothing
  - Unique games experience
  - Future employment opportunities with ISWO

This description is intended to describe the general nature and level of work, and is not an exhaustive list of all responsibilities, duties, and skills required. Coordinators may be required to perform duties outside their normal responsibilities.