



JOB POSTING

WHO WE ARE?

The future is bright for tennis in Canada, and you will be right in the middle of it all at Tennis Canada! A national sport organization with a mission to lead the growth of tennis in Canada and a vision to be a world-leading tennis nation, Tennis Canada seeks to grow participation across the country and develop champions on the international stage. Tennis Canada also owns and operates the world-class National Bank Open presented by Rogers tournaments in Toronto and Montreal, two of the best-run sporting events on the planet which annually bring the globe's best tennis players to Canada and continue to break attendance records year on year. In recent times, Canadian tennis has enjoyed many historic achievements, including winning the National Bank Open in 2025 and the Billie Jean King Cup in 2023. Join us as we look to build on this exciting momentum and continue to produce incredible results. We are a team of innovators, who are passionate about our work and pursue excellence together everyday.

WHAT WE ARE LOOKING FOR?

Events Manager – Sobeys Stadium

The Events Manager, Sobeys Stadium will provide leadership and essential support in delivering multiple operational elements of facility operations including Sobeys Stadium operations, ancillary events, capital projects and the National Bank Open presented by Rogers.

National Bank Open Operations

- Manage all contractors and staff for the execution of the site and venue operations:
 - Signage, wayfinding, furnishings, décor, plants and landscaping, sustainability programming, audio visual, video boards, communications, electric line calling, and expense tracking.
- Support the management of contractors and staff (TC and tournament staff) for the execution of the site and venue operations:
 - Security and emergency response, site/contractor build schedule, and corporate partnership implementations.
- Update the site plan in Sketch Up and develop subsequent site drawings/room layouts as required.
- Management of the security program including the long-term master plan.
- Management of sustainability plans including the long-term master plan.
- Support the development of the National Bank Open presented by Rogers and Strategic Plan including multi-year budgeting.
- Assist with the research, development and management of the Capital Budget, quotes, and contracts as per the 3-year Strategic Plan Capital list.



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TOGETHER**



**THINKING
DIFFERENTLY**



**EMBRACING
CHALLENGES**



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EXCELLENCE**



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Sobeys Stadium Operations

- Coordinate the Sobeys Stadium facility schedule.
- Project management and supervising and coordinating work of contractors for capital projects < \$100,000.
- Prepare documents to put out tenders for contractors.
- Support Tennis Canada staff and tenant requests of facility staff and ensure effective implementation.
- Assist with the development and management of the day-to-day operations of the Aviva Centre:
 - Expenses, analysis, research of products and services options, systems maintenance, repairs programs, and processes for operations.
- Ensure proactive safe and energy-efficient operations.
- Participate in the OH&S Program.

Sobeys Stadium Ancillary Events

- Support the execution of existing ancillary events (York University), assist in managing customer, budget and projects.
- Assist in sourcing (including initial quotes, contracts, invoices, and payment) and development of event operational plans for new business. (Sporting events, concerts, conferences, classroom rentals, commercials, movie/ TV filming, photo/ video shoots, etc.)

WHO YOU ARE?

- Post-secondary degree or business management diploma or related field.
- 4 to 7 years of experience in major special event operations, facility operations, or major sporting events considered an asset.
- Strong organizational skills to work on multiple projects within tight timelines with detailed documentation.
- A demonstrated ability to work independently.
- A demonstrated capacity to implement change in operational structures and responsibilities with a view to better advancing the programs.
- A demonstrated capacity with people skills to work in a collaborative environment and to create and maintain positive working relationships.
- Strong written and oral communication skills with a demonstrated ability to present in front of groups of people.
- A demonstrated flexibility to work at both the strategic and the operational level as needed.
- A demonstrated flexibility to work as required within the time commitment requirements necessary for Special Events.



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- Proficiency in MS Office (Outlook/Word/Excel/PowerPoint)
- Experience in Sketch Up/AutoCAD considered an asset

PHYSICAL REQUIREMENTS

- Must be able to stand and walk for extended periods
- Ability to lift, carry, push, and pull objects weighing up to 25 pounds regularly and occasionally up to 50 pounds with assistance
- Must be able to bend, kneel, crouch, reach, and twist frequently throughout the day
- Ability to work in a variety of environments, including outdoors and in areas with dust, noise, or temperature extremes
- Must have adequate vision and hearing to identify maintenance issues and operate equipment safely
- Ability to respond quickly in emergency situations and move efficiently throughout the facility

WORKING CONDITIONS

- Reporting Location is Toronto
- Full time permanent position
- Hybrid remote office schedule
- Hours of work are Monday to Friday 9am to 5pm with some evenings and weekends around events

WHAT'S IN IT FOR YOU?

- Join the team that's making Canadian tennis history.
- Be behind the scenes of the National Bank Open
- Work in a dog friendly environment.
- Benefit from a generous organisation that truly cares about its employees

Tennis Canada is an equal opportunity employer committed to promoting diversity and inclusion. We are dedicated to fostering an inclusive, equitable, and accessible work environment where every team member feels valued, respected, and supported. We strive to build a team that reflects a variety of backgrounds, perspectives, and skills. Accommodations are available at all stages of the recruitment process upon request.



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