

SPORT CARD & MEMORABILIA EXPO

NOV. 9-11 | 2018
INTERNATIONAL CENTRE - TORONTO

Thursday: 3pm-10pm (Set-up)
Friday: 8am-10pm (Show-Hours 12pm-9pm)
Saturday: 8am-8pm (Show Hours 10am-6pm)
Sunday: 8am-10pm (Show Hours 10am-5pm)

MARKETING & OPERATIONS VOLUNTEERS SPORT CARD & MEMORABILIA EXPO

- VOLUNTEER POSITION DESCRIPTION -

POSITION TITLE: Marketing & Operations Volunteers

REPORTS TO: Volunteer Coordinator

WORKS WITH: Event/Operations Committee, Vendors and the Public

POSITION SUMMARY:

The Sport Card & Memorabilia Expo will take place at The International Centre (November 8-11, 2018). Note: November 8, 2018 would be utilized for set-up.

As the largest sport expo of this nature in Canada, the “Expo” boasts over 100,000 square feet of sports cards and memorabilia for fans of all ages.

Through this opportunity, Marketing & Operations Volunteers will provide assistance in creating a unique experience for fans alike through a seamless event program.

Marketing & Operations Volunteers will report to the Volunteer Coordinator.

RESPONSIBILITIES:

Responsibilities include but are not limited to the following:

- Provide assistance in the set-up, development and execution of the overall event

- Assist in the delivery of the fan experience through on-site promotions and coordination of programs
- Build instant relationships with the event team, vendors and the public
- Prepare and coordinate delivery of materials including but not limited to organization, restocking and inventorying
- Assist with crowd management, coordination and flow throughout facility
- Ensure VIP programs and packages are secured, and delivered (where applicable)
- Assist in the distribution of materials on-site at the event
- Adhere to special requests delivered by the team on-site during the event via the Volunteer Coordinator
- Assist with the set-up of the Show hall at The International Centre
- Represent the team and brand in a professional manner around media, special guests, VIPs and the public

QUALIFICATIONS:

- Previous experience working on the Sport Card & Memorabilia Expo and/or special events
- Post-Secondary education in a direct and/or related field preferred, but not necessary
- Interpersonal skills plus a capacity to build relationships while working collaboratively with others
- Ability to deal effectively with people
- A self-directed and enthusiastic team player
- Proficient communications
- Photography equipment and experience an asset
- An ability to work in a flexible team environment

TIME COMMITMENT / EXPECTATIONS:

Please anticipate a workload of approximately 10 hours per day (November 8-11, 2018). Applicants must be able to be on their feet for an extended period of time and be able to lift and carry weighted materials. Coordinated time off will be allowed for enjoyment of the show.

DURATION OF OPPORTUNITY:

This position is volunteer in nature and a post-event review will be concluded approximately 1 week after the event.

BENEFITS:

The successful applicant will receive:

- A chance to see the behind the scene workings of a major sports expo
- One (1) collectible "Staff Pass" to enable access to the event
- Coordinated time-off to enjoy the event
- Snacks, light lunch and non-alcoholic beverages

INTEREST:

Interested individuals can submit their applications and covering letter along with a small portfolio of photography (if applicable) to the attention of Sandra Poirier via email to sandyleapoirier@gmail.com, October 30, 2018. Select individuals will be contacted for an interview and successful applicants will be contacted thereafter. We thank all individuals for their interest and application.

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First Name: _____

Last Name: _____

Email Address: _____

Phone Number: _____

Address: _____

Over 16: _____

Experience:

Past Experience: _____

Do You Have Photography Experience? Yes No

Availability:

Thursday
(3-10pm)

Friday
(8am-10pm)

Saturday
(8am-8pm)

Sunday
(8am-10pm)

Limitations:
