

# MONTREAL ALLIANCE - CEBL

## JOB POSTING



Position title :	<i>Coordinator, Operations &amp; Events</i>
Start date:	<i>January 2026</i>
Position type :	<i>Permanent &amp; full-time</i>
Location :	<i>Verdun Auditorium / Hybrid</i>

### POSITION OVERVIEW

Reporting to the Chief Operating Officer, the Operations & Events Coordinator is responsible for planning, producing, and executing the Montreal Alliance home games at the Verdun Auditorium, as well as organizing team-led events and community initiatives.

Responsible for technical production, he/she ensures operational efficiency during games and manages the inventory of technical equipment. He/she also coordinates the planning and logistics of team-related events, along with the operation of merchandise stores.

This is a full-time position (Monday to Friday) requiring presence at all home games and team special events.

The ideal candidate is passionate about sports — ideally basketball — creative, detail-oriented, and motivated to contribute to the growth of a young and expanding sports organization.

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### PRIMARY RESPONSIBILITIES

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##### Venue Operations

- Coordinates installation and dismantling of the basketball court and required equipment
- Plans parking, circulation, and access control on game days
- Oversees operational staff (security, ticketing, ushers, etc.)
- Coordinates technical and venue service providers at the Verdun Auditorium
- Plans locker room setup, courtside configuration and operational zones
- Oversees setup of sound, lighting, projection, and venue signage
- Coordinates the presence of medical personnel on game days
- Manages operational access, credentials, and related logistics
- Recruit staff for boutique, ticketing, and game-day operations

##### Game Presentation

- Develops the game entertainment plan and promotional theme calendar
- Plans in-game promotions, contests, and giveaway logistics
- Coordinates the PA announcer, host, mascot, and special performances
- Books national anthem singers and halftime performers
- Coordinates Dance Pack presence and on-court performances
- Works with broadcasters (radio and TV) to meet production requirements
- Ensures sponsor, group sales, and marketing needs are integrated into the show run
- Ensures compliance with CEBL operational rules and standards

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### Events & Community Initiatives

- Develops event and community program concepts with the marketing department
- Coordinates technical execution of events according to established plans
- Schedules and manages staff required for event production

### Merchandise

- With the Digital Marketing & Advertising Coordinator, selects product assortment and establishes retail pricing strategy
- Plans and executes game-day merchandise operations, including online order fulfillment
- Produces sales and performance reports with key indicators (volume, margin, profitability)

### Office Operations

- Courier and mail management
- Office supplies management
- Technical upkeep of office equipment (printers, network, etc.)
- Administration of office access (keys, cards, etc.)
- Internal logistical support

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### REQUIREMENTS & DESIRED PROFILE

- University degree in marketing, management, or event production
- Minimum two years of experience in event or technical production
- Bilingual — written and spoken (French & English)
- Creative and entrepreneurial mindset
- Strong multitasking capability and ability to work under pressure
- Knowledge of technical systems (Xpression, Dyno, lighting, audio, etc.)
- Strong autonomy, organizational skills, and leadership
- Experience in game or event production
- Asset: experience in sales/marketing within a sports organization
- Flexible availability based on game and event schedules
- Perfect bilingualism (French and English, spoken and written)
- Basketball knowledge — an asset.

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Interested candidates are invited to submit their résumé no later than **December 31, 2025**, to **[RH@AllianceMontreal.ca](mailto:RH@AllianceMontreal.ca)**, indicating the position title in the subject line.

Please note that only selected candidates will be contacted for an interview.