

Equipment Manager – Ottawa BlackJacks Professional Basketball Club

Position Type: Seasonal

Term: Mid-April to Mid-August

Location: Ottawa, ON

Reports to: Basketball Operations Manager

Job Type: Paid position

Position Overview

The Equipment Manager plays a critical behind-the-scenes role in supporting players, coaches, and basketball operations throughout the season. This position requires a highly organized, reliable, and self-motivated individual who takes pride in preparation, consistency, and long hours. The Equipment Manager is often the first to arrive and the last to leave, ensuring all equipment, facility, and operational needs are met daily.

Key Responsibilities

- Set up and take down all practice and training facility equipment
- Manage daily laundry for players, including uniforms and practice gear
- Prepare, organize, and pack player equipment for travel
- Prepare and organize player gear for all home games
- Assist with equipment setup and support on the bench during home games
- Perform basic equipment repairs and maintenance when required
- Maintain organization and inventory of all team equipment
- Assist with team and basketball operations duties beyond equipment as needed
- Support team operations during late nights, long days, and tight schedules
- Travel with the team when required; openness to in-conference travel is considered an asset

Qualifications & Skills

- Strong organizational skills with close attention to detail
- Ability to follow instructions, meet deadlines, and work independently
- Excellent interpersonal skills and ability to build professional relationships with players and staff
- Flexible and open availability, including evenings, weekends, and holidays
- Comfortable working long hours; understanding that days can be demanding
- Team-first mindset with a strong work ethic
- “First one there, last one to leave” attitude
- Willingness and ability to assist with general team and basketball operations responsibilities as required
- Knowledge of the game of basketball is considered an asset
- Having access to a vehicle is considered an asset
- Previous experience in sports, equipment management, or a similar environment is an asset

Work Environment

This role involves long and irregular hours in a fast-paced professional sports environment. The Equipment Manager must be dependable, adaptable, and committed to supporting the team at the highest level.

Application Process:

Applicants may submit their application (cover letter and resume) to info@theblackjacks.ca with the subject line: Equipment Manager – Ottawa BlackJacks

The Ottawa BlackJacks are an equal opportunity employer and welcomes all qualified applicants. We are committed to fostering an inclusive, equitable, and accessible workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.