



REQUIREMENTS

- Experience planning, organizing, and executing events
- Proficient communicator, comfortable networking with local businesses, excellent customer service
- Ability to execute plans and processes on event day (July 24th, 2020) while working with a large volunteer team
- Experience planning and executing silent/live auctions, raffles/draws, event registration tables, etc would be considered an asset
- Positions are based in Penticton, BC

EXTENT OF SUPERVISION

- Reports to the Executive Director of the BC Hockey Hall of Fame

PRIMARY RESPONSIBILITIES

- **Planning** -> Work with planning committee to create a budget of revenues and expenses for the 2020 event, recruit and acquire new event sponsors, create event timelines and logistics, book entertainment, organize promotional materials, update the hall of fame with new artefacts, and any other tasks that may arise in the planning process.
- **Execution** -> All planning committee volunteers will be expected to be present on event day (July 24th, 9:00am-10:00pm) to execute the logistics of the event. This could include (but is not limited to) event set-up, working the registration table, selling 50/50, managing the silent auction table, taking payments for live/silent auction items, handing out plaques on stage, and various other tasks

ADDITIONAL DETAILS

- Application Deadline: Until enough suitable candidates found.
- Position start date: ASAP
- Estimated hourly commitment:
 - January/February/March – 2-4 hours per week
 - April/May/June – 4 hours per week
 - July 1st to July 24th – 4-6 hours per week
 - July 24th (event day) – 9:00am to 10:00pm

VOLUNTEER PERKS

- We would like to offer the following perks to all event committee members:
 - A pair of tickets to a 2019-2020 Kelowna Rockets game
 - A pair of tickets to a 2019-2020 Penticton Vees game
 - Various swag & clothing from BC Hockey
 - A bottle of wine from Red Rooster winery
 - 2 vouchers for 18 holes of golf at Twin Lakes Golf Course
 - Access to the July 23rd private inductee reception with all inductees and special guests
 - 2 complimentary tickets to the 2020 BCHHF induction event for friends/family
 - Food will be provided at all committee meetings