

Ontario Artistic Swimming is looking for a motivated and qualified individual to join its dynamic team as the

Events & Communications Lead

Reports To:	Executive Director
Employment Type:	Full Time (Remote with Travel)
Salary Range:	\$45,000 - \$55,000

POSITION OVERVIEW

The Events & Communications Lead is responsible for leading the planning and execution of Ontario Artistic Swimming's event portfolio, overseeing technical event operations, and enhancing athlete, coach, and spectator experiences. In addition, this role will manage internal and external communications, ensuring consistent and effective messaging across the organization.

KEY RESPONSIBILITIES

Event Management

- Serve as lead or co-meet manager for all OAS-sanctioned events and competitions.
- Manage event logistics:
 - Event registration within the Ramp registration platform
 - ISS scoring system in collaboration with lead scorers
 - Provide logistic support and guidance to clubs in adherence with OAS rules and requirements
 - Provide direction and ongoing communication to event stakeholders including information packages, schedules, Sportity App content, supporting documents, and other event requirements and updates.
 - Manage event scheduling, results, and logistics in collaboration with host, meet managers and officials (tech controllers, scorers, judges)
- Oversee technical setup (scoring, music, streaming, etc.), acting as the primary contact for all tech-related components.

- Serve as the primary on-site lead at OAS events, acting as the go-to resource for managing event flow, addressing technical issues, and handling unexpected situations.
- Coordinate facility bookings and liaise with venues on setup and equipment needs.
- Lead implementation of OAS's Event Enhancement Strategy, including staging, ambiance, and athlete experience improvements.
- Recruit, train, and manage a dedicated volunteer event technical support team
- Liaise with officials before and during events, act as OAS staff designate on the Ontario Officials Committee (OOC) and the Ontario Competitions, Rules and Technical Committee (OCRTC)

Communications

- Develop and manage OAS communications strategies, including newsletters, press releases, and stakeholder updates.
- Maintain and update OAS website content, ensuring accurate and engaging information.
- Oversee the development and delivery of all physical and digital event communication materials, including signage, banners, programs, memos, and livestream content.
- In partnership with the Marketing lead, create and execute high-impact campaigns to draw new clubs and athletes to Ontario events.
- Collaborate with the Marketing Lead to integrate consistent messaging across events and campaigns. Ensure alignment with Canada Artistic Swimming brand standards.

Partnerships & Brand Integration at Events

- In partnership with the Marketing Lead, coordinate sponsor recognition at events (signage, award presentations, photography, livestream mentions).
- Work with OAS's photographers and Marketing Lead to capture and distribute event content.
- Ensure sponsor and brand deliverables (Jolyn, Nothers, Gervais) are integrated into event operations.

Internal Collaboration & Administration

- Document and maintain event planning processes and templates (Meet managers guide, hosting applications).
- Create and maintain digital templates for use in marketing materials
- Refine OAS documents and presentations for a professional and consistent look (OAS Annual report, slide deck presentations, etc.)
- Provide feedback on operations and volunteer management as part of the event planning cycle.
- Participate in cross-functional planning with other OAS staff members
- Track and evaluate event success through feedback and performance metrics.

QUALIFICATIONS

- 2–4 years of experience in sport event management, communications, marketing or related role.
- Strong project management and communication skills.
- Proven ability to manage multiple priorities in a fast-paced environment, work independently under pressure, and exercise sound judgment with confident decision-making
- Familiarity with event registration systems, scoring software, and A/V tech (training available).
- High proficiency in Canva, Adobe, social media platforms, Microsoft Office, and Google Workspace.
- Graphic design, branding, and/or marketing background is considered an asset.
- Experience in artistic swimming is considered an asset.

WORK ENVIRONMENT & SCHEDULE

- This is a full-time remote position with evening or weekend hours during competition/event periods.
- Travel within Ontario to storage facilities or event locations is required.
- Occasional lifting or physical setup duties at events.