



CANADIAN SKI  
**MARATHON**  
CANADIEN DE SKI

## Event Director



### Contribute to the legend of the Canadian Ski Marathon!



The Canadian Ski Marathon (CSM) is North America's oldest and longest cross country ski event.

Held the second weekend in February since 1967, the event takes place in the beautiful Outaouais region, centred in Montebello. Skiers of all ages and abilities can register for distances ranging from 12 km to 160km on classic groomed trails through a breathtaking winter landscape! The CSM is not a timed race, but a personal ski adventure set in some of Canada's most picturesque countryside.

### What you will do

The Event Director reports to the volunteer Board of Directors and oversees, coordinates, and implements the Canadian Ski Marathon.

In coordination with the CSM Board of Directors, Logistics Manager, volunteers and a core office team, the position entails the following responsibilities:

- Preparing the budget and managing finances, in coordination with the Treasurer;
- Responsible for achieving a great skier experience;
- Working with the Logistics Manager, who manages operations, equipment, food, facilities;
- Managing contracts for safety, trail preparation and grooming;
- Recruiting and managing the office staff (as required);
- Manage the communications and marketing;
- Recruiting and managing sponsors, donors, and funding agencies;
- Manage landowner relations;
- Recruiting and managing volunteers; with support from local staff;
- Suggest new ideas and optimise process and cost

## What you need to have

- Bachelor Degree in business or public administration, or a combination of training and experience deemed equivalent;
- Minimum of 2-4 years related event experience;
- Experience in budget management and fund development;
- Personable, detail oriented, organized, with ability to manage multiple projects;
- Strong communication skills, both oral and written (French and English);
- Ability to develop strong working relationships with volunteers and stakeholders, donors and local government & business;
- Strong computer skills including Microsoft Office, marketing tools (eblast, and database systems);
- Ability to work flexible hours and to manage your workload, including evenings and weekends, as needed to meet organization's needs.

## What you need to know

- Salary depends on experience and availability;
- Part-time and flexible schedule;
- Hybrid work;
- Visit [www.skimarathon.ca](http://www.skimarathon.ca) for additional information on event.

### Timeframe of responsibilities:

- **Aug-Sept:** with support from Board Treasurer prepare and present the budget. Set Expenses for following year and set registration fees to support.
- **Sept-Oct:** Refresh and prepare main contracts, launch communication with affected landowners
- **Nov-Dec:** Prepares operations group and Volunteer group
- **Jan:** Ensure all main sub-contracts/contractor are in place and ready
- **Feb:** Host event! Be prepared for a full-court press until event closure. Host important Monday Debrief session with stake-holders.
- **March-June:** Close financial reporting with support staff and prepare June Annual General Meeting presentation. Put in place plans for following year's event.

### Applications to:

[cteron@skimarathon.ca](mailto:cteron@skimarathon.ca)