



Manager, Match Operations & Events

Role Overview:

The Manager of Match and Event Operations is responsible for planning, coordinating, and executing all aspects of match day and event logistics and operations to ensure a safe, efficient, and engaging environment for supporters, athletes, staff, and partners. Reporting to the Director of Operations, the Manager of Match and Event Operations will serve as the primary point of contact for match day and event operations and work closely with multiple departments, including facilities, security, marketing, ticketing, and guest services. The Manager of Match and Event Operations is also responsible for coordinating and executing all in-venue entertainment and presentation elements during home matches and events, ensuring a dynamic and engaging experience for supporters while aligning with the brand identity and objectives of the organization.

Key Roles & Responsibilities:

- Pre-Match and Event Planning:
 - Develop and implement comprehensive match day and event operations plans, including timelines, staffing, equipment, and vendor coordination.
 - Serve as the primary point of contact for internal departments, external partners, and venue staff regarding match day and event logistics.
 - Conduct pre-event walkthroughs to ensure facility readiness (seating, signage, accessibility, etc).
 - Collaborate with marketing, partnerships, media and communications, and community engagement teams to integrate promotions and campaigns.
- Event Execution:
 - Oversee all match day and event operational activities, including venue setup, crowd management, parking, and guest services.
 - Ensure smooth coordination between security, concessions, ticketing, A/V, and venue operations.
 - Troubleshoot in real time and manage emergencies or disruptions as they arise.
 - Manage all in-match and event entertainment including music, video content, PA announcements, mascots, supporter contests, and ceremonies.
- Staff Management:
 - Train, schedule, and supervise match day and event staff, including ushers, gate attendants, operations assistants, and volunteers.
 - Provide clear communication and direction to staff throughout the event.
 - Conduct post-match and event debriefs and evaluations.
- Post Match and Event Duties:
 - Oversee breakdown and cleanup of the facility.
 - Complete event reports, incident logs, and staff feedback summaries.
 - Collaborate on improvements for future events.
- Other:
 - Perform additional duties and special projects as assigned.



AFC Toronto

Northern Super League

Required Skills & Qualifications:

- Previous experience coordinating large-scale events is required, preferably within sports or entertainment.
- Highly motivated with a strong work ethic.
- Ability to work in a diverse, fast-paced environment.
- Positive, enthusiastic, and energetic personality.
- Flexible work schedule – including some evenings and weekends.
- Possess strong time management skills and ability to prioritize tasks.
- Must have access to reliable transportation and be able to work at both locations (York Lions Stadium and BMO Field).
- Degree or diploma in Sports Management or a related field is considered an asset.
- Must be based in the GTA and legally eligible to work in Canada.

Type of Position & Location:

- Full Time
- Hybrid Work Environment in Toronto, ON. Must attend all matches played at York Lions Stadium and BMO Field.

Benefits:

- Competitive salary, performance-based incentives, and comprehensive health benefits
- Opportunities for professional growth and advancement within the organization
- Fun, energetic work environment

Salary Range

- \$65,000 - \$72,000

How to Apply

If you're interested in this opportunity, please send your resume and cover letter to jobs@afctoronto.ca with the subject line: [JOB TITLE] – [Your Name].

APPLICATION DEADLINE: MARCH 15TH

We thank all applicants for their interest, however only those selected for an interview will be contacted.