



UPEI Athletics & Recreation
Event Staff - Application Form – Updated July 2018

Name: _____

Address: _____

Cell Phone: _____

Email: _____

Student ID#: _____

Year of Study: _____

Program/Area of Study: _____

A) Please place a check beside the position(s) you are applying for and list the varsity sports that you would be interested in working (soccer, rugby, basketball and/or hockey)

Game Management Position:

Rate of Pay:

Interested Sports:

1. _____	Sport/Event Coordinator	\$12.60	_____
2. _____	Promotions Coordinator	\$12.01	_____
3. _____	Music DJ	\$12.01	_____
4. _____	Mascot	\$12.01	_____
5. _____	Scoreclock Operator	\$12.01	_____
6. _____	Ticket Taker	\$12.01	_____
7. _____	Door Usher/Security	\$12.01	_____
8. _____	50/50 Seller	\$12.01	_____
9. _____	Box Office	\$12.01	_____

Sports Information Position:

Interested Sports:

10. _____	Game Announcer	\$12.01	_____
11. _____	Webcast Play-by-Play	\$12.01	_____
12. _____	Webcast Color Commentary	\$12.01	_____
13. _____	Videographer	\$12.01	_____
14. _____	Scorekeeper	\$12.01	_____
15. _____	Statistician	\$12.01	_____
16. _____	Statistician Spotter	\$12.01	_____
17. _____	Photographer	\$12.01	_____
18. _____	Sports Journalist	\$12.01	_____

B) Why are you interested in joining the UPEI Athletics team? _____

C) Please outline any previous experience you have had with the sport(s) you have applied for, through coaching, working, volunteering and/or other involvement.

D) Please outline any additional commitments you will have during the academic year (teams, societies, other employment, etc.) aside from academic commitments.

E) Please outline any other pertinent work and/or volunteer experience, background or assets you would bring to the applied position(s).

F) Please list three references and their contact information:

	Name	Phone and/or Email
1.	<hr/>	<hr/>
2.	<hr/>	<hr/>
3.	<hr/>	<hr/>

G) Please include this form with your updated **resume and quote the competition number** and return to UPEI Human Resources, 550 University Avenue, Charlottetown, PEI, C1A 4P3, fax to 902-566-894-2895, email hr@upei.ca. For further information on Event Staff Positions, please contact Ron Annear at annear@upei.ca or 902-566-0991.

Note: The review of applications is ongoing. Please note that only those selected for an interview will be contacted. For all positions, applicants must be willing and available to work weekends as the majority of varsity games take place on Fridays, Saturdays and Sundays. Some weeknight games will also be required.



UPEI Athletics & Recreation

Important Information:

1. Application forms are to be filled in completely and accurately. **Applicants may apply for as many positions as they feel qualified for or interested in.**
2. Most positions are sport-specific and applicants should be very familiar with the playing rules & regulations to which the job applies. Experience playing and/or coaching the sport is an asset. Applicants should be quick thinking, adaptable, attentive and confident in their performance in a fast-paced varsity game setting.
3. Please include an updated **resume** with your application form and return to UPEI Human Resources, 550 University Avenue, Charlottetown, PEI, C1A 4P3, fax to 902-894-2895, email hr@upei.ca . For further information on Event Staff Positions, please contact Ron Annear at annear@upei.ca or 902-566-0991.
4. Please note that only those selected for an interview will be contacted.

Game Management Job Descriptions:

1. **Sport/Event Coordinator.** Sport/Event Coordinators, in cooperation with full time Department Staff, are responsible for game set-up and take-down, in-game promotions, and supervision of event staff. You must be a great communicator, be friendly and outgoing, and possess excellent organizational skills. Past experience as a game management or event staff member is a strong asset.
2. **Promotions Coordinator.** Promotions Coordinators are responsible for the set-up and delivery of all in-game promotions, contests and giveaways. You will be required to announce in-game promotional announcements throughout the games and either lead or assist with the execution of all promotional activities. You must be friendly and outgoing, well spoken, enthusiastic and confident in using a microphone in front of large crowds.
3. **Music DJ.** Music DJ's are responsible for playing music during pre-game warm-ups, stoppages in game play, intermissions/half-times, and post-game. You must have your own music equipment/library (preferably laptop-based), be familiar with current music trends, be adaptable and quick thinking and have an understanding of, or be familiar with, the types of music and sound clips typically played at sporting events. Equipment to connect to the venue sound system will be provided. Please note that in some sports this position may be combined with the Game Announcer.
4. **Mascot.** Applicants will wear official UPEI Athletics mascot costume during select varsity games. You must be very enthusiastic, lively and confident in your ability to entertain a crowd and interact with spectators and fans.
5. **Scoreclock Operator.** Scoreclock operators are responsible for operating the official game scoreclock throughout the duration of the game (training is provided), including pre-game warm-up time. You must be very familiar with the playing rules & regulations of the sport, be adaptable and quick thinking.
6. **Ticket Taker.** Ticket takers are required for all varsity sports. You will be scheduled for shifts a minimum of one hour prior to game time and will process game tickets from patrons entering the game, either by scanning, ripping tickets and/or stamping patron's hands. UPEI students must show valid student ID's for entry. You will also be required to check for tickets and/or hand stamps throughout the duration of the game and fans exit and re-enter the venue. You must be friendly, attentive and assertive in checking for appropriate entry into the games.
7. **Door Usher/Security.** Door Usher/Security Ushers are required for various varsity sports. You will be scheduled for shifts a minimum of one hour prior to game time and will be responsible for checking patrons for appropriate hand stamps and UPEI students for valid student ID's for re-admittance into the games, assisting patrons in locating assigned seating (MacLauchlan Arena), and/or ensuring the dressing room and bench areas are players/officials-only areas. You must be friendly, attentive and assertive in checking for appropriate entry into the games.
8. **50/50 Seller.** You must be friendly, easily approachable and assertive in your ability to sell 50/50 tickets to patrons. UPEI Athletics utilizes an electronic ticketing system to sell 50/50 tickets. You must be trustworthy.
9. **Box Office.** Box Office is responsible to sell game tickets and season ticket packages. You must be friendly, easily approachable. Box office staff works in cooperation with Panther Central.

Sports Information Job Descriptions:

10. **Game Announcer.** Game Announcers are responsible for announcing game day line-ups, in-game sponsor announcements and game-related information (fouls, penalties, scoring, etc.). Announcers will remain unbiased in their delivery of announcements and play-by-play is not required. You must be friendly and outgoing, well spoken, enthusiastic and confident in using a microphone in front of large crowds. Please note that in some sports this position may be combined with the Music DJ.
11. **Webcast Play-by-Play Announcer.** Webcast play-by-play announcers are responsible for delivering the live in-game play-by-play action throughout the entire duration of the game and other game-related information. You will remain unbiased in the delivery of the play-by-play commentary, and some background research on the teams may be required. You must be friendly and outgoing, knowledgeable, well spoken, enthusiastic and confident in delivering a live webcast.
12. **Webcast Color Commentary Announcer.** Webcast color announcers are responsible for delivering the live in-game color commentary throughout the entire duration of the game and other in-game sponsor announcements and game-related information. You will remain unbiased in the delivery of the color commentary, and some background research on the teams may be required. You must be friendly and outgoing, knowledgeable, well spoken, enthusiastic and confident in delivering a live webcast.
13. **Videographer.** Videographers are responsible for videotaping varsity games in their entire duration. Training will be provided, though applicants should be familiar with video recording equipment. You will be responsible for setting up and taking down the equipment, in addition to digitally videotaping and dubbing the games. Please note that in some sports this position will also be assisting the Webcast Technician with the varsity game webcast.
14. **Scorekeeper.** Scorekeepers are responsible for tracking all game information and statistics on the official game score sheet. You must be very familiar with the playing rules & regulations of the sport, be adaptable and quick thinking.
15. **Statistician.** Statisticians are responsible for recording all game statistics and play-by-play information into the *Presto* web-based statistical software, providing half-time and post-game stats summaries to coaches, media, etc. and entering post-game stats to the U Sports website. You must be very familiar with the playing rules & regulations of the sport, be adaptable and quick thinking, perform well in a fast-paced varsity game setting, and possess strong computer skills.
16. **Statistician Spotter.** Statistician Spotters are responsible for assisting the Statistician with the recording of all game statistics and play-by-play information, as they relay game information to the statistician throughout the entire duration of the game. You must be very familiar with the playing rules & regulations of the sport, be adaptable and quick thinking and perform well in a fast-paced varsity game setting.
17. **Photographer.** The Department of Athletics seeks experienced photographers to take action pictures during games for all varsity sports. You must possess your own photography equipment, provide portfolio examples, be enthusiastic about sports, and able to share photos with departmental staff in a timely fashion.
18. **Sports Journalist.** Sports Journalists are responsible in assisting the Sports Information Director in writing post game recaps and summarizing statistical reports. You must provide examples of previously written work, be knowledgeable, possess excellent grammatical and written communication skills, be unbiased in your writing, and willing to learn the preferred university-style of sports writing. Enthusiastic sports journalists are also required for delivering on-camera interviews with coaches and athletes.