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## **Basketball Events & Media Archives Coordinator (Summer Student)**

**Organization:** Alberta Basketball

**Position Type:** Full-time, Temporary (Summer 2025)

**Funding:** Canada Summer Jobs Program

### **About Alberta Basketball:**

Alberta Basketball is the provincial sport organization dedicated to developing and promoting basketball throughout Alberta. We organize competitions, training camps, and community programs that foster player development, coach education, and a lifelong love for the game.

### **Position Overview:**

We're seeking an energetic and organized coordinator to support both our events team and media archives department during our busiest season. This dual-focus role will help plan and execute basketball events while also managing historical basketball footage and photographs for media productions, documentaries, and promotional content. Additionally, this position will play a key role in preparing for Alberta Basketball's 50th Anniversary celebration in September and laying the groundwork for the upcoming ABA Hall of Fame project.

### **Key Responsibilities:**

#### **Events Management:**

- Plan and implement basketball tournaments, camps, and community events
- Coordinate registration processes and maintain participant databases
- Communicate with coaches, participants, parents, and volunteers
- Prepare venues and equipment for basketball events
- Support on-site event management and logistics
- Collect and organize event feedback and metrics

#### **Media Archives Production:**

- Research and select relevant basketball footage and photographs from archives for various productions
- Organize and catalog archived materials with appropriate metadata
- Collaborate with the team to create compelling content using archived footage and photos
- Support the production of documentaries, highlights, and game analysis
- Maintain quality control of archived materials used in productions

#### **Anniversary & Hall of Fame Project Support:**

- Assist in planning and coordinating the 50th Anniversary celebration event
- Research ABA's history and gather materials for anniversary presentations
- Compile historical records and achievements of potential Hall of Fame inductees
- Support the creation of promotional materials highlighting ABA's 50-year legacy

#### **General Duties:**

- Create promotional materials across multiple channels
  - Update social media content with both current and historical basketball content
  - Provide administrative support to the events and media teams
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**Qualifications:**

- Must meet Canada Summer Jobs eligibility requirements (15-30 years of age)
- Current post-secondary student returning to studies in Fall 2025
- Knowledge of and passion for basketball
- Strong organizational and time management skills
- Excellent communication abilities, both written and verbal
- Experience with Microsoft Office, social media platforms, and basic video editing software
- Ability to work independently and as part of a team
- Access to reliable transportation
- Availability to work some evenings and weekends as required
- Successful completion of a criminal record check
- Completion of safe sport training required

**Assets:**

- Previous event coordination experience
- Media production, video editing, or digital archiving experience
- Understanding of sports history and storytelling
- Research skills and attention to detail
- First aid certification is an asset

**Benefits:**

- Hands-on experience in sports administration, event management, and media production
- Networking opportunities within the provincial basketball community
- Professional development in project management, communication, and media skills
- Competitive hourly wage (as per Canada Summer Jobs guidelines)
- Flexible schedule with potential for hybrid work arrangements

**Duration:** 8-12 weeks, with approximately 37.5 hours per week, between May and August 2025 with possible extension into mid-September to see the project through to completion

**Wage:** \$15.00 per hour

**How to Apply:**

Please submit your resume and cover letter outlining your interest in the position to: [careers@albertabasketball.ca](mailto:careers@albertabasketball.ca) with the subject line "Basketball Events Coordinator Application" by midnight on **May 9, 2025**

Alberta Basketball is an equal opportunity employer committed to building an inclusive workforce that reflects the diversity of the communities we serve. We encourage applications from youth who face barriers to employment, including visible minorities, Indigenous peoples, persons with disabilities, and newcomers to Canada.

*This position is contingent upon approval of funding from the Canada Summer Jobs program.*

