



JOB TITLE: Opening Ceremony Manager

PURPOSE: Work with Games Director to arrange a dignified Opening Ceremony

LOCATION: Local Program office and/or home

HOURS: 5-10 hours/month; hours will increase during the month of the event

QUALIFICATIONS:

- ❖ Comfortable organizing and managing volunteers
- ❖ Knowledge of the surrounding community
- ❖ Good communication skills – oral and written

DUTIES:

- ❖ Regularly attend support services and GMT meetings
- ❖ Work closely with the Games Director and the Local Program Coordinator on needs
- ❖ Develop schedule/plan for Opening Ceremony
- ❖ Recruit an Announcer
- ❖ Recruit Athlete, Coach and Volunteer for oaths as needed
- ❖ Review Brand and Language Guidelines for Special Olympics
- ❖ Prepare a script
- ❖ Work with Logistics Manager to acquire appropriate equipment
- ❖ Test Audio / Visual Equipment to ensure it is operating properly
- ❖ Act as a liaison with key groups/celebrities etc. who are involved in the Opening Ceremony
- ❖ Decide on number of volunteers needed to manage the parade/speakers
- ❖ Work with Volunteer Manager to recruit & train all pertinent volunteers
- ❖ Lead venue team through determination of schedule
- ❖ Review Brand and Language Guidelines for Special Olympics

TRAINING: Orientation and training provided by Games Director, Local Program Coordinator and SONC Communications Department

SUPERVISOR: Games Director