

Athlete Coordinator / Backstage Lead

Contract Term: 6 weeks before each show + show weekend

Hours: Part-time position 6-8 hours per week (remote work), Weekly meetings, and 3 in-person shifts with the Event Team, and Show Weekend (Fri-Sun - 10 hours per day)

Compensation: \$1,300 per show (approx. \$5,200/year for four shows)

Reports To: Event Coordinator

Supervises: Backstage team of 7 volunteers during Show Weekend

Contract Dates

March 1 – April 20, 2026 (1 show)

August 1 – September 20, 2026 (2 shows)

About the Role

We're looking for an organized, confident Athlete Coordinator/Backstage Lead to support the execution of our bodybuilding shows. This contract role plays a key part in delivering a smooth, stress-free experience for athletes on show day. You'll oversee athlete communication, manage class changes, and run backstage operations with the help of a dedicated volunteer team. This position is ideal for someone who thrives in fast-paced event environments and enjoys working with athletes, trainers, and production crews.

Key Responsibilities

- Manage athlete registration and class changes through Muscware
- Lead backstage flow, check-in zones, and overall athlete movement
- Communicate with trainers, statisticians, and event staff
- Supervise a backstage volunteer team (check-in, green/yellow/red zones, side stage, stage marshal, trophy presenters)
- Support upsells and assist with class adjustments
- Ensure athletes feel supported, informed, and prepared throughout the weekend.

Typical Work Schedule

- **Weekly Online Meeting (6):** Tuesday evenings at 6 PM
- **In-Person Prep Sessions (3):** Saturday/Sunday, 11 AM – 3 PM, leading up to the show
- **Remote Work:** Responding to emails and DMs as needed
- **Show Weekend:** 10 hours/day - April 17-18, 2026, September 18-20, 2026 (3rd show dates TBC)

Skills & Requirements

- Experience or familiarity with bodybuilding competitions is an asset
- Strong coordination and leadership skills
- Comfortable managing multiple moving parts in a high-energy environment
- Tech-friendly, with the ability to use registration platforms (e.g., Muscware)
- Strong Excel or Google Sheets skills are an asset
- Excellent communication and problem-solving abilities