

<b><u>Job Title:</u></b>	Programs and Facility Manager
<b><u>Type:</u></b>	Full time – Contract
<b><u>Compensation:</u></b>	Based on experience
<b><u>Reports to:</u></b>	CEO/COO

**Duties:** Plans, organizes, promotes, and facilitates programs and tournaments. Schedules and keeps up facility and maintains communication with clients, vendors, and participants; coordinates and monitors event/tournament timelines; reviews and analyzes evaluations; hires and manages temporary staffing and oversees duties during events/tournaments; assists in preparing a variety of publications and materials for programming; attends meetings and represents company with service groups; initiates, coordinates and/or participates in all efforts to publicize promotion of activities and programs. This position will work closely with management to help promote and define our community & web presence. The ability to develop measurable R.O.I will be paramount to retention and success.

**Skill and Ability to:** Develop project/program budgets and monitor expenditures; edit and design a variety of materials and supported software; write in a creative, descriptive, technical or factual manner; establish and maintain cooperative relationships with those contacted in the course of work; respond to sensitive matters and/or situations with discretion, tact, and confidentiality; coordinate complex projects and meet deadlines; prepare presentations and speak effectively in various public forums.

*Bullet point summary of job responsibilities:*

- Develop and maintain the Events Operation manuals and insure professional implementation
- Manage the verification, updating and distribution of the Operations Manual & Handbook
- Supervise and assist as appropriate with the implementation of sponsor benefits
- Supervise the solicitation of and administration of event logistical needs
- Manage the implementation of corporate policies relevant to events
- Supervise the selling and/or placement of advertising in collateral print materials
- Establishing event dates at least 6 months prior to event
- Selecting & securing “outside” venues/sites at least 6 months prior to event dates
- Preparing event facility for ALL events included but not limited to: posting event details (such as client specifics, times, rules and regulations) on website. Using appropriate event software such as desktop publishing, Microsoft office, AES, Webpoint and Wordpress.
- Arranging the event décor, tents, tables and chairs
- Selecting and hiring event staff
- Managing and supervising contractors, vendors and other staff
- Ensuring the event meets all health, safety and building standards
- Liaising with clients and patrons to ensure the event is successful

**MINIMUM QUALIFICATIONS**

- This position will require at least 5 years of experience in event planning and web-based marketing and software.
- This is a new position so the ability to be flexible with job duties and self-motivation is paramount.
- Previous experience in business, public relations, event planning, writing or editorial work highly desirable.
- Knowledge of event planning, public relations and marketing principles and practices; public education system and non-profit processes.
- Experience producing, managing, overseeing and/or bidding for events
- Experience preparing budgets and coordinating event promotional activities
- Thorough understanding of marketing and branding in the sports event business
- Must be detail oriented and possess the ability to manage different types of individuals & personalities
- Excellent written and verbal communication skills
- Must be able to successfully pass a USAV background screening