

JOB TITLE: Events Manager

REPORTS TO: Executive Director

POSITION SUMMARY: Duties of the Employee: This is a full-time, exempt position, hired by and directly accountable to the Executive Director. The Event Manager oversees every aspect of all assigned GSC-managed events, serves as the liaison to organizations hosting events that the GSC assists. Responsibilities include but are not limited to event planning, all aspects of event management, and reporting on event outcomes

EDUCATION REQUIREMENTS:

A minimum of a four-year degree in sports management, sports administration, commercial recreation and/or equivalent of 2 years experience in an event management capacity.

AREAS OF RESPONSIBILITY:

Management and Administration

Develop and facilitate an active planning process.

Duties and Methods: Have working knowledge of the organization's business and marketing plan. Plan, manage, evaluate, and report on all events assigned for supervision

Develop organizational goals and objectives consistent with the mission and vision of the Gainesville Sports Commission.

Duties and Methods: Utilize industry best practices in all areas of company management including, but not limited to: Risk Management, Human Resource Management, Financial Management, Ethics, Fund-Raising, Legal Oversight, and Strategic Planning.

At the direction of the Executive Director, identify, research, evaluate, and recommend potential sports events to either be hosted or assisted in Alachua County.

Prepare and present bids based upon the company's mission, availability of resources, and financial considerations.

Develop and administer operational policies.

Duties and Methods: Be cognizant of and in compliance with all company policies and procedures.

Be cognizant of and in compliance with all current local, state, and federal laws related to the operation and management of the organization.

Oversee all services and activities to ensure that program objectives are met.

Duties and Methods:

Manage all events within approved budgets.

Manage events with goal of producing net event income.

Oversee business development.

Duties and Methods:

Constantly review opportunities to obtain grants through the Florida Sports Foundation and other sources of event and organizational funding.

Manage record keeping for the Bid and Event Pool grant program for GSC-hosted events.

Ensure compliance with funding sources and regulatory requirements.

Duties and Methods:

Use letters of agreements and/or contracts with responsibilities of all parties outlined to prevent misunderstandings and/or defaults in agreements.

Require supervised staff and volunteers to be familiar with all agreements' business points, timelines, and responsibilities of the parties.

Provide information for evaluation of the organization's activities.

Duties and Methods:

Update Executive Director weekly of pending actions and after-action reports for activities to assist in preparation of the Board of Trustees email update of activities.

Provide oral presentation of key activities at Board of Trustees meetings as assigned.

Assist in review all event financial records prior to submission to the Finance Committee.

Provide written reports, when required, of important activities.

Require maintenance of planning and event documents for review.

Fiscal Develop, recommend, and monitor annual and other budgets.

Duties and Methods:

Prepare draft event budgets no later than September of each year and determine estimate of income from events to be applied to annual operations budget and share this information with the Executive Director. Closely monitor event budgets on an on-going basis and inform Executive Director of impending shortfalls or other budget anomalies.

Review status of event budgets with Executive Director monthly.

Prepare and submit grant applications, funding proposals, and requests for services to appropriate governmental funding sources.

Duties and Methods:

Monitor, report, and manage activities based on existing contracts with Alachua County and the City of Gainesville.

Provide for adequate supervision and evaluation of all staff, contractors and volunteers.

Duties and Methods:

Assist Executive Director with supervision and assignments for Interns and Volunteers.

Submit required reviews for interns to appropriate agency.

Meet regularly with assigned staff to discuss and evaluate their work product.

Share this information with the Executive Director as needed.

Provide leadership to staff that allows for their increasing assumption of responsibilities.

Board Relations

Work with the board to raise funds from the community.

Duties and Methods:

Lead business development funding effort.

Activate a development committee to secure operational funds.

Host and manage at least one annual fund-raising event.

Public Relations

At the direction of the Executive Director, work with event rights holders.

Duties and Methods:

Broaden network of event rights holders.

Suggest events for hosting to local sports partners.

Attend sports industry meetings to keep network contacts up to date.

Monitor sports industry for available state, regional, national, and international events.

Manage the event bid process.
Review of all bid documents prior to submission.

At the direction of the Executive Director, serve as liaison with specific local community groups with the tourism, sports tourism and recreation community.

Duties and Methods:

Serve as principal contact for industry partners including, but not limited to: Sports Groups, Hotels, Attractions, Facilities, Restaurants, and Major Events. Enlist other community partners to ensure their support of our efforts to obtain governmental and business funding of the company.

KNOWLEDGE/SKILLS/TRAINING:

- **Organization skills.**
- **Ability to handle multiple assignments simultaneously.**
- **Problem solving to create a win/win situation (managing conflict).**
- **Knowledge of customer and personal service.**
- **Proven oral and written communication.**
- **Sales and Marketing skills.**
- **Understanding administrative and clerical procedures and systems.**
- **Knowledge of sport and hospitality industry.**
- **Proficient in all Windows Office programs.**

ENVIRONMENTAL SETTING:

- **Adhere to GSC safety standards and procedures.**
- **Safely operate equipment/tools/vehicles.**
- **Train all attendants developing professional attitudes, skills, and working appearance.**
- **Train all attendants safety and risk management skills**

To apply please send resume and cover letter to
info@gainesvillesportscommission.com No phone calls