

BRYAN COLLEGE STATION SPORTS + EVENTS

Job Description

Position:	Sports and Events Manager	Exempt Position
Reports to:	Director of Sports and Events	
Salary Range:	\$40,000 - \$45,000 annually	

ABOUT BRYAN COLLEGE STATION SPORTS AND EVENTS:

Bryan College Station Sports and Events (BCS S&E) is a brand within the destination marketing organization Experience Bryan College Station (EBCS), a 501c(6) non-profit. The purpose of EBCS is to market, promote, and develop the community of Bryan College Station as a premier tourist destination to stimulate economic impact in the area. BCS S&E focuses on the sports and live event markets.

POSITION SUMMARY:

The Sports and Events Manager will join a passionate team led by the Director of Sports and Events. The primary goal of the department is to encourage hotel room stays by attendees through the events recruited. This is accomplished by increasing the number of events hosted in the community, growing current event attendance, and creating new events as needed.

MAJOR JOB FUNCTIONS:

- **Recruit events** through relationship building with Event Right Holders. This includes attending tradeshows and marketplaces, conducting sales calls, and promoting, pursuing, and bidding on events to be hosted in Bryan College Station.
- **Create and develop new events** with an emphasis on visitor attendees by partnering with local, regional, national, or international organizations.
- **Foster growth in existing events** by strategizing and implementing innovative ideas to encourage additional attendees.
- **Plan and manage events** prior to and while the event is held by constructing and serving on local organizing committees.
- **Work collaboratively** with the Sports Marketing Manager and Sports Services Manager to provide all logistics and a high-quality experience for each event.
- **Understand and maintain partnerships** to serve as a knowledge base for Event Right Holders and act as a community liaison to accommodate the event's needs.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Sports Management, Sports Administration, Business Administration, Marketing, Event Management, Hospitality, or closely related field.
- One to two (1-2) years of event management experience, preferably in the sports or sports-related industry.
- Proficient in Microsoft Office Software (Office, Word, Excel, PowerPoint, and Outlook).

REQUIREMENTS:

- Ability to work nights and weekends, as needed.
- Travel approximately 10%

BENEFITS:

- Health, Dental, and Vision Insurance
- 401(k)
- Vacation and Sick Paid Time Off
- Flex Schedule

APPLICATION PROCESS:

Interested applicants should send their resume and cover letter to Dominique Powell, Director of Sports and Events, at dominique@bcssportsandevents.com. For additional questions, please call (979) 260-9898.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed in this position and is not all-inclusive of every job function. Position may be required to perform position-related tasks other than those specifically listed in this description.