



JOB POSTING

Position Title: Sports Operations Specialist
Divisions: Sales, Services & Sports
Hours/FLSA Status: Full Time Non-exempt position with benefits
Salary/Benefits: Salary - DOE. Excellent benefits package including paid downtown parking and 401k program with match.

POSITION SUMMARY:

Visit Albuquerque, a premier destination marketing organization in the Southwest, seeks a motivated and experienced professional to coordinate the planning, development, execution, and review of high-quality athletic events booked by the sports commission.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Event Operations

- Coordinates the planning, development, execution, and review of high-quality athletic events booked by the sports commission.
- Responsible for effectively collaborating between multiple departments both internal and external, including, but not limited to, City of Albuquerque, ASM Global, University of New Mexico, contractors, and vendors.
- Assist with on-site event management, including event set-up and tear-down.
- Manage the acquisition of all necessary supplies and coordinate the delivery of equipment for each event.
- Ensure that events are appropriately staffed including volunteer recruitment, officials, medical personnel, as well as additional staff, as necessary.
- Manage volunteers when necessary.
- Work closely with sport organization clients and other stakeholders to ensure that requests and expectations of the event are met.
- Implement risk-management measures in order to maintain a safe and secure event environment.
- Plan and conduct pre-event meetings coordinating with venue staff, hotels and outside suppliers for qualified events.
- Work closely with sales manager to compile pre-event budgets and cost models; track and revise budget; prepare purchase orders; and compile post-event budgets and reconciliations to include rebate billing, rebate collection, and other financial obligations.
- Plan and conduct post-event meetings for each event as necessary, including plan and budget analysis, with goal of assessing community impact and opportunities for improvement.
- Maintain local sporting venue database.
- Collaborate with sports commission team to research, create and prepare bids.
- Work closely with sports commission team conducting site visits and logistics planning calls.

- Collaborate with marketing department on tactical project plans, including event promotions, public relations, signage, group welcomes, and marketing materials.

QUALIFICATIONS

Education/Experience

Qualified candidates will have a Bachelor's in Business or a related field; and 1-2- years of related experience or equivalent combination of related education and experience.

Required/Acquired Skills, Knowledge and Competencies

- Knowledge and appreciation of Albuquerque.
- Intermediate knowledge of MS Office software including Outlook, Word, Excel, PowerPoint and Adobe.
- Ability to learn industry-specific organization software.
- Ability to develop work product in a consistent manner with high regard to detail, and ability to embrace and thrive in a constantly changing environment.
- Ability to handle multiple tasks and meet short- and long-term deadlines in a fast-paced environment.
- Ability to work independently and demonstrate excellent judgment in decision-making.
- Ability to recognize and correct deficient event operations in a rapid and organized manner.
- Ability and willingness to make routine decisions independently.
- Ability to demonstrate flexibility related to job tasks when required.
- Superior organizational and time management skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal and customer service skills.
- Ability to operate general office equipment including personal computer, copier, scanner, fax, and telephone.
- Ability to establish and maintain accurate filing systems.
- Knowledge of Hospitality Industry, Convention or Tourism business a plus.
- Demonstrate professional and ethical conduct at all times in accordance with Company policy.
- Must maintain a professional appearance at all times keeping within industry standards.
- Must have reliable transportation and be able to travel to and visit off-site businesses.
- Must have valid registration, appropriate insurance, a good driving record and possess a valid NM Driver's License.
- Must be able to work off-hours on occasion.
- Contributes to a positive workplace environment by demonstrating superior customer service skills in dealing with internal and external customers, speaking positively when referring to Visit Albuquerque, and acting and speaking in a courteous and professional manner at all times.

Date Posted: November, 2022

To apply for this position, e-mail, fax or mail resume & cover letter including salary history to:

Human Resources – AC
Visit Albuquerque
PO Box 26866
Albuquerque, NM 87125-6866
Fax: 505-247-9101
e-mail: jobs@visitabq.org
www.visitalbuquerque.org
No phone calls please

Visit Albuquerque is an equal opportunity employer. Applicants will be considered without regard to race, creed, color, gender, age, national origin, disability, veteran status, sexual orientation, gender identity, or any other status protected under local, state or federal law.