



Position: Sports Events Manager
Reports to: Director, Ann Arbor Sports Commission
Full-time

Destination Ann Arbor and the Ann Arbor Sports Commission (AASC) are the destination marketing organizations for all of Washtenaw County. Our small and passionate team is marketing our area - Ypsilanti, Ann Arbor, and our amazing surrounding destinations - as well as attracting groups, events, and visitors to provide sustainable tourism and elevating the economic vitality and quality of life. As an employer, we offer an awesome, collaborative office environment and flexible scheduling along with a robust total compensation package.

Summary:

We are seeking a qualified and dynamic Sports Events Manager to join our team. This position coordinates and manages AASC created events, serves as the local organizing committee on AASC secured events and manages long-term and ongoing events. In addition, the Sports Events Manager collaborates with the Director of the AASC to solicit, create and attract events to Washtenaw County. The successful candidate will develop and maintain relationships locally, regionally, and nationally with sport clients, facilities and partners that lead to the growth of sports tourism and quality of life events in Washtenaw County. To be considered, please submit to HR@annarbor.org your resume and a cover letter, including your salary expectations.

Essential responsibilities include:

- Develop and maintain relationships with sports rights holders, national governing bodies, local facility representatives and the lodging community to support sporting events in Washtenaw County.
- Manage local coordination of long-term and ongoing sports events and related activities. Serve as the AASC host representative on local organizing committees when necessary. Work on-site at events as needed.
- Develop and maintain appropriate community relations related to sports event coordination.
- Work with the events for servicing and promotional needs.
- Assist in development of sports related budgets and operate within budget guidelines. Develop and manage event related budgets as needed.
- Responsible for written and oral communication with clients, members, and a variety of other professionals.
- Assist in maintaining content on multiple web-based platforms.
- Work with Destination Ann Arbor's marketing department to provide necessary information for events, website, and social media content.
- Assist the Director with sales initiatives and efforts.
- Represent the organization at meetings and trade shows sponsored by national, state, and local organizations related to sports and event management.
- Perform other duties as assigned.



Requirements:

- 3-5+ years' work experience in sports event development/operations strongly preferred.
- Knowledge of Washtenaw County preferred; must have the ability to effectively communicate that knowledge to visitors; understand the role of the AASC in the community.
- Excellent interpersonal skills and ability to work effectively as a team member at all levels of the organization as well as externally with various individuals and personalities in a professional manner.
- Ability to provide professional written and oral communication with the public, clients, members, commissioners, and other professionals.
- Ability to exercise initiative, judgement, diplomacy and maintain confidentiality in a wide variety of internal and public situations.
- Strong organizational and time management skills; ability to manage multiple tasks and projects simultaneously.
- Excellent computer skills.
- Have a valid driver's license.

Destination Ann Arbor is an equal opportunity employer.

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