



## Sports Tourism Operations Manager

The [Ann Arbor Sports Commission](#) attracts sporting events, conferences, meetings, etc. to Washtenaw County for economic impact, positive national exposure and enhanced quality of life for residents. The commission is a conduit for the region in the bid efforts for major and participant-driven events that meet its mission.

The **Sports Tourism Operations Manager** is responsible for the operations, facilities planning and best practices in support of sports-related events we attract to our region. The position reports to the Executive Director of the Ann Arbor Sports Commission.

### Summary of Responsibilities:

- Planning and executing sporting events and provide on-site support and oversight at events; coordinating event workers & volunteers.
- Providing administrative support with proposals from hotels and sports facilities, including digital proposals, research, preparation for trade shows.
- Administration of the CRM (Simpleview) in coordination with Destination Ann Arbor to manage proposals, leads and bookings.
- Maintaining information on all local sports facilities and related venues and assisting with county-wide facilities research and audits.
- Assisting with planning and executing the sports commission social media strategies.
- Managing sports commission marketing collateral and print materials inventories and coordinating with Destination Ann Arbor marketing staff.

### Preferred Core Competencies, Education & Experience:

- Knowledge of sports events planning and facilities operations requirements.
- Knowledge of Washtenaw County.
- Excellent communication skills - written and verbal - working with visitors, vendors, clients, community representatives and other work-related professionals.
- 2-4+ years' work experience in the areas of sports and event planning, management, sales and marketing.
- Ability to work effectively with a team in an open office environment, including time management and organizational skills and handling multiple projects and priorities.
- Experience with MS Office applications as well as other technology such as CRM systems and other web-based applications and platforms.
- Bachelor's degree in sports management, business, tourism & hospitality.

To be considered, please send a resume and a cover letter that includes your salary expectations to: [HR@annarbor.org](mailto:HR@annarbor.org).