



Sports Events Coordinator

JOB DESCRIPTION

JOB TITLE:	Sports Events Coordinator
DEPARTMENT:	<i>Fort Worth Sports Commission</i>
POSITION REPORTS TO:	Sports Events Manager
EXEMPT OR NON-EXEMPT:	Exempt (Professional)
SUMMARY OF BASIC FUNCTIONS:	Support the Sports Event Operations Manager in all aspects of operational and logistics success of sporting events hosted by the Fort Worth Sports Commission, ensuring their event's needs are met.

OVERVIEW

The Fort Worth Sports Commission (FWSC) is a division of Visit Fort Worth, which employs more than 40 full time staff members. Visit Fort Worth is one of the most highly decorated and respected CVBs in the country and works in concert with City and community leadership to make Fort Worth a better place to live each and every day. The FWSC was created to capitalize on the growing opportunities in the sports market in what is now the 12th largest city in America and one of the fastest growing. The work environment is fast-paced and requires an individual that thrives in high-stress situations while maintaining the highest level of integrity.

This position will be responsible for the successful execution of high-level sporting events managed by FWSC. In addition to managing events, this position will also be responsible for cultivating new partnerships and events that will benefit the City of Fort Worth. This highly motivated individual will be tasked with building the appropriate relationships with venues, vendors, and NGB's as necessary to show the world that Fort Worth is a great place to host a sporting event.

Upcoming events include the National Collegiate Women's Gymnastics Championships, The American Athletic Conference Men's Basketball Championship, UIL State Spirit Championships, NCAA DI Men's Basketball 1st & 2nd Rounds, Sports ETA National Symposium (2022) and several other events with organizations like USA Wrestling, USA Table Tennis, USA Track and Field, and USA Fencing to name a few.

Venues FWSC consistently work with include Dickies Arena, Texas Motor Speedway, Fort Worth Convention Center, Will Rogers Memorial Center, Game On, TCU, Rolling Hills and Gateway Park.

If interested, please submit a resume and cover letter via email to jobs@fortworth.com.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Support Sports Event Operations Manager in creation and execution of event management plans which may include (but not be limited to): Opening Ceremonies, banquets, community outreach, marketing, permitting, staffing/security, building budgets, etc...
- Manage event budgets as assigned.
- Communicate with Local Organizing Committees to assist in the management of events (i.e. NCAA Women's Gymnastics Championships, AAC Men's Basketball Championship, NCAA Men's Basketball 1st & 2nd Rounds, Bassmaster Classic)
- Support efforts to recruit, train and communicate with volunteers for sports events.
- Work with National Governing Bodies, Events Rights Holders and other local event management/equipment providers, and hotels as a reliable local resource for event operations and logistics needs.
- Support the Sports Development Manager in the review of RFPs for potential sports-related events that are interested in Fort Worth.
- Work with the City of Fort Worth - Parks and Community Services Department; the Fort Worth Independent School District and other local ISD's, colleges and university athletic departments (Texas Wesleyan University, Texas Christian University and Tarrant County College, etc.) and the managers of these facilities as well as other private assets that could be used as potential sports venues.
- Leverage relationships with local youth and adult sports associations to identify groups that desire to bring events to the city and act as partners in the coordination of awarded events.
- Attend and work events as needed to meet the needs of governing body or customer.
- Potential travel to sports market trade shows and future awarded events for site visits.
- Record appropriate organization, contact and activities in Visit Fort Worth CRM database.
- Perform other related duties as assigned by the Fort Worth Sports team.

POSITION QUALIFICATIONS:

Education -	College degree in marketing, sports, hospitality or business administration is preferred, but not required.
Experience -	Preferred two years of event production-related experience. Sports event experience is preferred, but not required.
Skills -	You must be a versatile professional with the ability to manage events and build strong relationships with clients and partners.
Physical Demands	Sitting – Constant Standing – Frequent Walking – Frequent

Lifting - Frequent (medium, 20-30 lbs.)
Carrying - Frequent (medium, 20-30 lbs.)
Pushing - Frequent (medium, 20-30 lbs.)
Pulling - Frequent (medium, 20-30 lbs.)
Reaching - Frequent
Handling – Frequent
Kneeling – Frequent
Stooping – Frequent
Crouching – Frequent
Bending - Frequent

Working Conditions/Requirements –

Exceptionally strong communication skills, written and verbal. Proficiency in grammar, spelling. • Operate standard business machines, such as computer and calculator • Work independently toward agreed-upon goals and plans. • Establish and maintain effective cooperative working relationships internal and external to Visit Fort Worth with tact, patience and courtesy. • Analyze situations accurately and adopt an effective course of action, meet schedules and deadlines, plan for short- and long-term needs.