

PATTISONSPORTSGROUP

The Mill ♦ 381 Brinton Lake Road ♦ Thornton, PA 19373
(484) 356-1029 ♦ Fax (610) 361-3001 ♦ www.pattisonsportsgroup.com

Victory Event Series - Job Description

EVENT MANAGER



Office Location: Thornton, PA

Position Type: Full-Time; Salary

Position Level: Entry Level; Bachelor's Degree Required

Mission

At Victory Event Series, we believe youth athletics change lives. We believe in delivering a fun and competitive event grounded in good sportsmanship. We believe in delivering unforgettable events and delivering an elite youth sports experience.

For more information, please visit our website: www.VictoryEventSeries.com

Victory Event Series - Event Manager Position

Victory Event Series is looking for a competent, energetic and organized business professional with a passion and experience with the sport of lacrosse.

As an Event Manager, you will be responsible for the management and execution of lacrosse tournaments and events within the Victory Event Series umbrella. This includes managing the event planning process from initial brainstorm to game-day execution. It includes coordinating with teams, facilities, and internal staff to deliver elite events.

Specific duties include but are not limited to:

- Event Planning & Project Management
 - Supporting the event management process from conception through execution.
 - Includes managing supply orders, shipment/delivery, and facility relationships.
- Game Day Operations
 - Overseeing pre-event setup, and managing relationships with contractors
 - Managing Tournament Operations throughout the duration of the weekend. This includes but is not limited to: hiring and managing event staff, event scheduling and posting results, coordinating officials, vendors, teams, event signage, communication, and management of post-event activity including clean-up and travel.
 - Addressing coach/team issues on the fly
 - Manage weather communication to teams regarding delays, postponement and rescheduling
 - Other tournament duties as assigned

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- Client Services & Communication
 - Acting as a point of contact for club directors and teams to answer questions about tournaments and make connections for clubs as needed
 - Management of registration software and communication to teams about new developments and benefits
 - Assist team sales representatives with client services
 - Write event announcements for website and blog
- Marketing & Brand Management
 - Manage digital marketing budget to magnify ROI
 - Oversee the relationship with our design firm to ensure consistent brand message across events and marketing materials
 - Coordinate with sponsorship sales staff to ensure vendors and partners are receiving the promised deliverables.

Required

- Bachelor's Degree from an accredited college or university
- Proficient in Microsoft Excel, Word and Google Drive
- Past internship experience in event management or marketing
- Demonstrate ability to multi-task and remain extremely organized
- Strong problem-solving skills
- Ability to quickly adapt to changing circumstances and overcome obstacles as well as an ability to learn new software programs
- Very strong organizational skills
- Demonstrate leadership of a team in a real-life setting; experience managing others
- Effective time management skills, with a strong ability to manage multiple projects and timetables.
- Strong attention to detail
- Ability to work independently with minimal supervision
- Ability to think outside the box and tap into creative solutions for meeting leadership needs
- Ability to travel and work weekends in varying markets – expected to work upwards of 10 weekends per year, predominantly in June/July and October/November.

Generally, this job is in the office 40 hours per week but includes additional travel paid by Victory Event Series for weekend tournaments and/or showcases. Victory Event Series currently operates 10+ tournaments and four showcases nationally.

About Pattison Sports Group & Victory Event Series

Pattison Sports Group ("PSG") is Philadelphia's premier sports marketing firm, owning and operating numerous events nationally. It's two largest event brands include the Victory Event

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Series and Healthy Kids Running Series, an inclusive community-based national nonprofit. In addition, PSG owns and operates the Sports Career Forum, 5280 Race Series and First Steps Lacrosse.

Victory Event Series was founded following the launch of its original lacrosse events, the Boys Summer Slam Lacrosse Tournament and Inter-Ac Invitational. Since their inception, Victory's presence in the lacrosse market continues to expand nationally.

Pattison Sports Group is an Equal Opportunity Employer, committed to providing a diversified work environment, free of discrimination and harassment.

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