

# REGIONAL TOURNAMENT OPERATOR



The Regional Tournament Operator will be responsible for the recruitment teams in Soccer Management Company Events. The Regional Tournament Operator will market, organize, and manage events. Candidate must live or be willing to move to the Minneapolis, MN or Des Moines, IA area. The Tournament Director will be responsible for all operations of the tournament.

## Sales

- Recruit teams and clubs to attend tournaments.
- Communicate with team officials to retain teams.
- Attend tournaments, trade shows, and other events to interact with team officials.
- Develop leads for new business in your region.
- Recruit college coaches to attend showcase events.

## Operations

- Process tournament permission to host applications with state associations or governing body.
- Set-up tournaments within Gotsport, or other application online websites.
- Develop tournament schedules to account for team requirements, referee availability, field availability and coaching conflicts.
- Manage all event staff, referee assignor, and medical staff.
- Serve as on-site Tournament Director.
- Assist operations with development of logistics plan.
- Communicate scheduling with referee assignor and local parks and rec for field loading and scheduling.

## Marketing/Sponsorship

- Develop contacts database for teams, coaches, and administrators.
- Development of marketing materials and event marketing.
- Obtain Sponsorship for assigned events.
- Establish relationships with club directors.

## Qualifications

- Extensive knowledge about youth sports and particularly the soccer community in the United States
- Superior oral and written communications skills

- **Effective organizational skills for managing multiple tasks**
- **Bachelor's degree in a relevant discipline is preferred but not required.**

**Preferred Knowledge/Skills/Job Qualifications:**

- **Passion for marketing and event management**
- **Preferred Bachelor's degree in Marketing, Sport Management or Event Management**
- **Proficiency with MS Office Suites, Google Drive, Zoom Conferencing, Mass email marketing online software.**
- **Positive attitude and strong work ethic**
- **Strong communication and organization skills to be able to manage numerous projects at once**
- **Willingness to ask questions, give their input, accept advice and take direction**
- **Creative problem solving**
- **Excellent verbal and written skills**
- **Confidence in presenting plans and projections to senior management / ownership**
- **Ability to build strong relationships with outside partners**
- **Proven job reliability, diligence, dedication and attention to detail**
- **Available to work weekends**
- **Willingness to travel**
- **Ability to lift heavy boxes and equipment**
- **Passion for event management**

**This position is a salary position with a base plus commission. Candidate will work remotely.**

**If interested, please send cover letter and resume to:**

**Steve Lovgren**

**[steve@smcsoccer.com](mailto:steve@smcsoccer.com)**

**Please put "Regional Tournament Operator" in the subject line.**