

REGIONAL TOURNAMENT OPERATOR

SMC

The Regional Tournament Operator will market, organize, and manage 10-14 SMC events within a region under the direction of a SMC Territory Director.

Job Responsibilities

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 GotSoccer, or other application software.**
- **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.**
- **Develop marketing materials and market the event.**
- **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. This is a remote work position. Weekly virtual meetings may be required and each quarter a 1 week work week at the main office in Richmond, VA.

If interested, please send cover letter and resume to:

Steve Lovgren

steve@smcsoccer.com

Please put “Regional Tournament Operator” in the subject line.