



## JOB DESCRIPTION



### **Events Coordinator Sports Facilities Management, LLC**

**LOCATION:** Rocky Top Sports World,  
Gatlinburg, Tennessee

**DEPARTMENT:** Operations

**REPORTS TO:** Operations Manager

**STATUS:** Entry level, Full-time

Sports Facilities Management, LLC ("SFM") is engaged to manage the day-to-day operations of world-class, community-focused sports and recreation centers, sports tourism, event-focused sports and recreation destinations, and sports and entertainment complexes throughout the world. SFM works closely with Sports Facilities Advisory, LLC ("SFA") the leading resource for those seeking to plan, manage, and optimize sports, recreation, event, and entertainment centers.

Rocky Top Sports World is a nationally recognized youth and amateur sports tournament venue in the City of Gatlinburg and Sevier County, With state-of-the-art facilities, indoor and outdoor playing surfaces and amenities, Rocky Top Sports World hosts thousands of participants, coaches and spectators annually.

Rocky Top Sports World is currently interviewing candidates for a full-time Events Coordinator. The position will report to the Operations Manager.

#### **POSITION SUMMARY:**

The Events Coordinator will be responsible for assisting in organization, set-up, and management of events. This position provides direction, training, and development opportunities to part-time staff during events. The Coordinator will work closely with individual event owners as well as other internal departments (Operations, Marketing, etc.) in order to successfully accomplish these responsibilities.



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### **PRIMARY RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Provides premier customer service to internal and external customers by responding to requests in a timely and professional manner
- Communicates and coordinates courteously and effectively in a family friendly manner with customers, city/county staff, officials, sponsors, volunteers and other outside organizations
- Represents the facility at organization meetings to promote the facility's events
- Coordinates, directs, and participates in setup and breakdown for all events
- Assist with development of local programming, camps, clinics and special events
- Assist Facilities and Grounds Manager as needed for events
- Assist marketing and business development with promotion of events
- Assists with maintaining and controlling inventory of supplies and/or equipment used for events
- Participate in post-event evaluation for all events to identify opportunities for improvement of future events
- Assist with maintaining consistent records regarding event booking, promotion and performance

### **MINIMUM QUALIFICATIONS:**

- A bachelor's degree in recreation, sports management, or related field preferred
- 1-3 years of experience in facility or event management, sports administration or a related field preferred
- Working knowledge of multiple sport rules, regulations, and field/court set-up
- Must have excellent interpersonal, problem solving and negotiating skills.
- Must be a team player
- Must have excellent verbal and written communication skills
- Must have excellent computer skills, including Word, Excel, PowerPoint, etc.
- Must be willing to work a flexible schedule, including evenings, weekends, and holidays required
- Must possess current CPR/FIRST AID certifications or must be willing to obtain them within a specified period of time

### **WORKING CONDITIONS AND PHYSICAL DEMANDS**

- Must be able to lift 40 pounds waist high
- May be required to sit or stand for extended periods of time whether indoors or outdoors, and squat, stoop or bend into awkward positions while performing job functions.
- Facility has intermittent noise

To Apply, please visit [www.sportadvisory.com](http://www.sportadvisory.com), click employment opportunities under the "About" tab, and follow application procedures.



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