

OPERATIONS MANAGER



Job Status: Full-Time

Location: Torrance, CA

GENERAL SUMMARY

- Operations manager will act as the primary liaison in the planning, organizing, leading and delivering of events and will work hand and hand with sales, marketing, finance, and operations departments
- This person needs to be highly organized and have experience working in the high school grassroots space
- Travel will be necessary & will need to reside in the Los Angeles area

REQUIREMENTS

- Bachelor's Degree or equivalent combination of education and work experience
- 3-4 years of work experience within the high school grassroots sports
- Must be passionate about sports/athletics
- Ability to manage multiple projects at one time
- Strong analytical thinking and problem-solving skills
- Self-motivated and deadline-oriented with excellent organizational and communication skills
- Strong attention to detail
- Ability to work evenings, weekends, and holidays, based on business needs and events

JOB RESPONSIBILITIES (include but limited to)

- **Event Operations** – Assist in coordinating all aspects of pre-event preparation and on site execution of all Student Sports Events.
 - Assist with creating and maintain all operational documents (deliverables, timelines, budget, packing lists, etc.)
 - Assist in identifying and soliciting coaches, trainers, photographers, videographers, referees, guest speakers, etc. for events. Assist in ensuring all personnel are set up for payment and help in managing personnel on site.
 - Assist with post event data verification.
 - Assist in accounting and ensuring payment to facility, personnel and vendors per event
 - Assist in travel and accommodations (flights, hotel, transportation)
 - Lead/Assist in arranging food and catering for athletes and personnel at event.
 - Assist with creation and production of event programs, rosters, invites, etc.
 - Work directly with vendors to procure event needs (i.e. signage, port a potties, golf carts, tent rentals, etc.)
 - Assist in all miscellaneous activities and enhancements at event from pre-production to execution (i.e. players lounges, opening ceremonies, awards ceremonies, etc.).
 - Travel to events and assist in all operational tasks on site.

OPERATIONS MANAGER



- **Warehouse/Shipping** – Oversee warehouse/shipping
 - Maintain safety requirements for warehouse.
 - Keeping warehouse clean and organized by event.
 - Creating and implementing warehouse/shipping inventory, policies and procedures.
 - Working with event leads on identifying and inventorying incoming event product.
 - Manage third party shipping companies to ensure reliability and cost efficiency.
- **Travel Support** – Assist Travel Lead with all event/non event travel
 - Ground transportation lead
 - Assist in arranging flights for athletes/contractors/staff
 - Assist in hotel arrangements for athletes/contractors/staff
- **Account Management** – Assist with pre-event planning, on-site activation and post event recapping for clients.
 - Assist in communication and maintain a positive working relationship with client.
 - Assist in product orders and organize product delivery, inventory as well as distribution.
 - Assist in execution of all client deliverables (signage, product sampling, etc.)
 - Assist in creating and communicating client recaps (PowerPoint, video, etc.)
- **Digital (Database) Assist** – Supports digital lead with all database related items
 - Collecting and inputting athlete data
 - Researching identified top tiered athletes per sport to support profile build outs
 - Photo/Video archiving
- **Player Personnel Support (with a focus on the sports of football & baseball)** – Responsible for athlete identification and communication around SS events.
 - Utilize network/relationships and knowledge to identifying and solicit athletes to attend events via phone, email, social networking, etc.
 - Lead elite event communication with athletes at designated position to collect travel, product and background information on athlete.
 - Provide necessary athlete information to assist in maintaining athlete player database that generates content and assists with player personnel.
 - Verify athlete results post event.