

USA Water Polo, Inc.

POSITION DESCRIPTION

POSITION TITLE: Events Manager

POSITION PURPOSE

Responsible for national championship event planning and execution. Establishes and maintains master calendar for all national championships and national events. Develops related budgets and ensures that all national championships and related events are cost-effective, profitable, and well-organized. Plans and directs all functions, including managing event income and fundraising programs, all event travel and logistics, host correspondence and contact as well as zone and membership communication relating to the events. Oversees and directs event advertising and promotional campaigns to maximum exposure for entered teams, spectators, the membership and our sponsors. Insures that all national championship events offer a consistent message and professionalism which encourages the development and growth of our sport and organization. Hires, trains and coordinates a high volume of volunteers for all national championship events. Works with Competition Committee to ensure their rules and applicable Conduct of Championships regulations are consistently upheld. Trains, directs, and appraises assigned personnel.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Assumes responsibility for the planning, development, organization and implementation of effective policies and functions of the events department.
 - a. Oversees all aspects of event planning and execution including venue negotiations, scheduling, staffing, finances, event public relations, ticketing and promotions for all national championships and other events as needed.
 - b. Prepares, solicits and secures bids and locations for all national championships and related events. Works closely with local zones, clubs and Convention and Visitors Bureaus and attends industry conferences to promote and secure locations.
 - c. Determines parameters of each event. Coordinates all competition schedules and posts to the website. Insures all team rosters are obtained and organized and all results are reported, updated and maintained on the website throughout the event with the Media Manager and consistent with Competition Committee guidelines..
 - d. Coordinates all referee and official assignments with the National Referee Committee chairman, including the officials travel and logistics information.

2. Assumes responsibility for ensuring professional business relations with sponsors, in-house personnel and departments, and community members and organizations.
 - a. Works closely with and supports National Teams department with international and domestic national team events, including all fundraising programs and clinics.
 - b. Works with Director of Marketing to develop and maintain productive business relations with sponsors and vendors, including sponsorship acquisition and fulfillment needs prior to, during and after events. Insuring all in-kind items are coordinated and shipped to events. Obtaining and managing shipment and storage of all sponsorship signage. Insuring set-up and fulfillment is accurate and meets sponsors requirements on-site at all events. Maintains and nurtures positive relationships with all national and potential sponsors.
 - c. Manages, directs and motivates a diverse group of volunteers at all levels. Solicits volunteers through local groups, such as high schools, senior citizens, sports management education programs and the organization's membership base. Works closely with volunteers to plan and implement on-site event management.

3. Assumes responsibility for additional duties and events as required or assigned.

USA Water Polo, Inc., is an equal opportunity employer, and is committed to inclusion and a diverse workforce.

IF INTERESTED, PLEASE CALL THE USOC CAREER SERVICES DEPT. AT 1-800-933-4473, Extension 1.