



City of Peoria HUMAN RESOURCES

Title: Sports Complex Sales & Sponsorship Coordinator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Sports Complex Senior Supervisor.
Exercises direct supervision over full-time, part-time employees, temporary and/or seasonal non-benefitted employees.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a sports-related setting is preferred.
- Degree in sales or marketing or related preferred.

JOB SUMMARY

The purpose of this position is to coordinate all sales opportunities, partnerships, deliverables and fulfillments of sales and sponsorships at the Sports Complex. Facilitates all necessary components of sales and sponsorships with an emphasis on spring training and city special events, such as identifying prospects and leads, researching and evaluating strategies, developing new categories and inventory, boosting group and corporate outing sales, and executing promotions. Other duties include providing event supervision and coordinating Sports Complex user events.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Builds sponsor relationships by soliciting new sponsors, maintaining current sponsors, keeping records, drafting and negotiating contracts, managing inventories, reporting revenues and assisting with collections.
2	Assists group sales relationships by pursuing new group and corporate outings, maintaining current groups, identifying and coordinating best practices for guest experience with food service, amenities and presentation.
3	Coordinates event organization by orchestrating pregame ceremonies, developing game and PA scripts and electronic messages, promotions, sponsored game day elements and pre-game/in-game entertainment and facilitating sponsor access. Assists with event supervision. Assists with the hiring, training and supervision of the seasonal interns to assist in sponsor fulfillment and game presentation.
4	Assists in the development and proofing of facility marketing and collateral materials including, but not limited to game day magazine, scorecard, pocket schedule, poster, ticket sales brochure and sponsorship rate sheets.
5	Participates in budget-related activities by projecting sales revenues and fulfillment expenditures, researching products, processing invoices and collections efforts.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.



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Work Environment for this position is indicated below with “X”

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Laptop computer, fax/copier and related software, utility vehicles, club cars, pallet jack/storage carts, radios, camera, sound board, and mallet.

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat.