



Alabama Sports Council (ASC) Events Assistant

REPORTING TO: Carrie Coleman, Assistant Vice President
LOCATION: Birmingham, Alabama
DATES: Anticipated to start early February 2019 through Mid-June 2019
COMPENSATION: Hourly wage

Company Overview

Bruno Event Team is a Birmingham, Alabama-based sports marketing and event management company formed in 1996 by Ronald Bruno and Gene Hallman. We are experienced in all facets of event management, employing a year-round staff of more than 50 employees in 10 offices in the United States. Working with our affiliated companies and divisions, Bruno Event Team services each client with expertise in all aspects of event management, marketing, and operations. We maintain a steadfast commitment to excellence utilizing vast experience, strong work ethic, and attention to detail.

BET is proud to manage all events for the Alabama Sports Council (ASC), currently including annual events such as the SEC Women's Golf Tournament, the SEC Baseball Tournament, and the Magic City Classic.

You can find additional company information as well as event-specific information on our website at www.brunoeventteam.com.

Job Description and Specifics

The role of the ASC Events Assistant is to assist all Bruno Event Team staff with preparations for the SEC Women's Golf tournament, the SEC Baseball Tournament, and other events as assigned. As each event nears, a more specific role and area of responsibility will be assigned.

Marketing, Promotions and Tickets:

- Assist with the development of grassroots marketing efforts and the procurement and distribution of promotional resources and materials
- Assist with the management of off-site promotions (speaking engagements, sporting events, community events, etc.)
- Assist with ticket distribution

Operations:

- Serve as vendor liaison and contact during events
- Assist with overall event build and tear-down
- Help compile comprehensive event operations plan

Corporate Sales and Service:

- Make phone calls to corporate supporters
- Activation assistance
- Data entry and updating sponsor information
- Preparation and distribution of sponsor amenity packages

Volunteers:

- Assist with securing donated volunteer meals and other products
- Assist with volunteer meeting preparation as necessary
- Assist with organizing and assigning volunteer positions

Abilities/Skills/Knowledge

- Ability to multi-task in a fast-paced team environment
- Excellent people and organizational skills
- Strong work ethic; dependable
- Positive attitude
- Detail-oriented
- Self-motivated with the ability to work independently
- Ability to meet stringent deadlines and work under pressure
- Proactive thinking; problem solver
- Excellent written and oral communication skills
- Strong computer skills
- Able to lift heavy boxes
- Able to be on your feet for extended periods of times

Expected Hours

Must be available to work up to 30 hours Monday through Friday each week during February and March. Hours will increase in April to 40+ hours per week with overtime needed during event weeks in May.

Must be able to work extended/irregular hours including nights and weekends as event approaches and during event week. Most work hours will be in a typical office environment at the company's headquarters in Birmingham, AL. Working outside and on-site during events should be expected.

Resume Submission

APPLICATION DEADLINE: Friday, November 16, 2018

To apply, go to: <https://jobso.id/bjm3>

Bruno Event Team thanks all applicants but will contact only those who will be invited for an interview. Interviews expected to begin early December.