



Sales & Client Services Assistant

REPORTING TO: Tyler Haskins, Sales Director
Sandra Megerdigian, ZOOM Partner Services Manager
Jessica Tante, Regions Tradition Sales & Services Manager

LOCATION: Birmingham, Alabama

DATES: Mid-January 2019 – Mid-June 2019 (approximate)

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.

Locally, BET conducts the Regions Tradition, which is 1 of 5 majors on the PGA TOUR Champions and is held annually each Spring at Greystone Golf & Country Club. Collectively, the PGA TOUR Champions has the most recognizable and accomplished players in the game, with many of its 32 members in the World Golf Hall of Fame competing regularly in its events. BET's "Gameday Experience" division provides operational and marketing services for gamedays at both the University of Alabama and UAB, and its "BETix" ticketing division offers online ticketing services to many clients.

Additionally, BET manages 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.

BET's motorsports division, ZOOM Motorsports, is the exclusive promoter and event management team for the world-renowned Barber Motorsports Park in Birmingham. ZOOM hosts many notable events at the Barber Motorsports Park including the annual Honda Indy Grand Prix of Alabama and the Barber Vintage Festival. Bruno Hospitality, BET's leading full-service catering company, is located at and serves as the exclusive caterer for the Barber Motorsports Park and Barber Vintage Motorsports Museum.

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

Job Description and Specifics

Responsibilities to include:

- Provide general support for the Regions Tradition and Honda Indy Grand Prix of Alabama sales staff
- Assist with hospitality contracts, invoicing, and sponsor communications
- Assemble and distribute tickets, credentials, and parking passes for events
- Assist with management of the Regions Tradition website related to sponsor activity
- Assist with the creation of sales proposals
- Assist with servicing of sponsors
- Aid organization/production process of Regions Tradition pairings guide
- Prepare the Honda Indy Grand Prix of Alabama Souvenir Fan Guide
- Coordinate sponsor gift program and thank you notes
- Other administrative and operational tasks as needed to prepare for and support events

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 time

Expected Hours

Hours during January and February expected to be approximately 40 hours/week but may vary.

Hours to increase in March through end of events. Anticipate an average of 65 hours/week leading up to and during events. Hours will decrease post-event.

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/bjm5>

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