



Volunteers Assistant

REPORTING TO: Carly Woods, Events Director
LOCATION: Birmingham, Alabama
DATES: February 4, 2019 – May 31, 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:

- Assist Events Director with a wide variety of event related duties
- Assist with the planning and implementation of the Regions Tradition and Honda Indy Grand Prix of Alabama volunteer programs
- Volunteer recruitment
- Provide assistance with volunteer questions and communications
- Responsible for volunteer uniform distribution
- Sponsor activation and fulfillment for volunteer program partners
- Procure donated volunteer meals and raffle prizes
- Assist staff with general administrative tasks and projects as needed
- Volunteer Headquarters operational set-up and break down
- 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 February through mid-March expected to be approximately 25/week but may vary.

Hours to increase late March through end of term – anticipate an average of 60 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/bjm6>

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