FEATURED JOB OF THE WEEK
March 9, 2010

CATEGORY: Sports Marketing Agency
JOB TITLE: Events Coordinator

RESPONSIBILITIES:
- Responsible for coordinating operations & sales efforts related to various events.
- Maintain relationships with vendors, customers & internal staff to successfully facilitate event fulfillment.
- Positions available in Endurance Events, International Events or Soccer Events

REQUIREMENTS:
- Must have strong organizational, communication & customer service skills.
- Must have good computer skills including knowledge of Microsoft Excel.

Visit our site to gain immediate access to all available positions:
www.SportsJobBoard.com

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Last week’s additions to the Official Sports Industry Job Board include the following:

BASEBALL:
Operations/Administration Intern
Radio Producer/Board Operator

BASKETBALL:
Account Executive
Group Sales Account Executive
Inside Sales Representative

FOOTBALL:
New Media Intern
Premium Seating Manager
Relationship Marketing Manager
Research Analyst
Ticket Office Finance Manager
Position Announcement - College Webmaster

The College of Coastal Georgia (CCGA) invites applications for the position of College Webmaster. This individual will be based on the Brunswick campus, and will work under the general supervision of the Chief Information Officer and the creative direction of the Director of Marketing and Public Relations. The College Webmaster is responsible for developing, monitoring and improving the College website, creating or assisting with the creation of web pages that further the institution's mission, and overseeing the maintenance and operation of existing web pages.

Specific duties include the following:
- Overseeing the development of web platform and pages, as necessary, to meet the College's administrative, advancement and academic objectives;
- Coordinating and collaborating with the College community to implement and monitor the web content management system and training stakeholders to update web content;
- Reviewing quality, monitoring and insuring consistency of information throughout the website, and editing content as needed;
- Optimizing the presence, functionality and navigability of the web site;
- Coordinating with system administrators to insure navigability, maintenance of the server, familiarity with current industry trends and products; and
- Facilitating web linkages with other software, media, social networking sites, and instructional technology to ensure maximum use and benefit for the College's communications, marketing and educational needs.

A Bachelor's degree in computer science, information technology, journalism, communications, public relations or related field is required. Excellent oral and written communication skills, interpersonal skills, a collaborative teamwork approach to work projects and a strong service orientation are required. Extensive knowledge of Web content management systems and Web developments skills, including experience with some of the following: ASP.Net, C#, XML/XSLT, Java, Web Services (REST/SOAP), PHP, HTML, CSS, Javascript, SQL, PL/SQL. Knowledge of graphic creation software such as InDesign, Photoshop, Fireworks, or Illustrator; At least three years (up to five preferable) of experience with designing, building, and
maintaining websites required. Up-to-date understanding of Web-related trends in higher education and previous experience in higher education are highly desirable.

CCGA is the newest state college in the 35-member University System of Georgia. Located on the Atlantic Ocean, the College has campuses in Brunswick and Kingsland, Georgia. Presently, the College employs over 200 faculty and staff and serves more than 3,000 students in pre-baccalaureate and baccalaureate degree programs. Over the coming years, the College expects to grow significantly, adding expanded curriculum and a range of student services. Recruitment of high caliber new faculty and a creative and strategic campus master planning process are underway. The College is located in a vibrant coastal region with historic communities and lovely beaches combined with strong economic and civic bases. The institution has a rich history of community engagement and exceptional academic offerings which provide an outstanding array of opportunities for young professionals, traditional students and adult learners. Visit the College website at www.ccga.edu. **Review of applications will begin immediately and will continue until the position is filled.** Applicants should submit a cover letter of application, a current resume (include URLs of sites for which you have been responsible or involved with, and details regarding the level of responsibility), and complete contact information for three professional references. Applications and inquiries should be directed to Jobs@ccga.edu or to the address below.

Kathleen Morris,
Director of Human Resources
College of Coastal Georgia
Re: Webmaster
3700 Altama Ave.
Brunswick, GA 31520

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**Team:** Kansas City Wizards

**Department:** Ticket Sales

**Location:** Kansas City, Kansas

**Position:** Premium Sales Account Executive

**Salary:** $20,000 - $28,000, plus commission (Commensurate with experience)

**Deadline:** Immediately

Since the purchase of the Kansas City Wizards, the parent company of OnGoal, LLC (OnGoal), has kept every promise it has made to the community by keeping professional soccer in Kansas City and growing the sport on a national and international scale. The ownership group made the initial investment of $5.5 million in a state-of-the-art training center for the Kansas City Wizards and opened the facility in 2007. Since they have continued to push for a high-performance, consumer-experience centered facility that the Wizards will call home. In 2009 OnGoal moved forward with that vision by acquiring the space and properties to begin the construction of an 18,000 seat, soccer-specific, stadium set to open in mid-2011. This facility will by far be the most advanced sporting venue of its kind and will draw nearly 2 million visitors a year attending not only Wizards' matches, but concerts, social gatherings and other sports-related events.

**Job Description:**
The Kansas City Wizards organization is growing and currently looking for highly motivated and passionate self-starters to join their sales team. The ideal candidate will have a passion for the
sports industry, a solid foundation of sales training and the ability to initiation cold calls, face-to-face appointments and find creative and innovative programs to drive attendance and revenue for the organization. The basic function of a Wizards Premium Sales Account Executive is to sell season tickets, group tickets and premium inventory for the Wizards current facility and the Wizards new stadium due to open 2011.

**Essential Duties Include (but not limited to):**
- Grow and develop the Kansas City Wizards fan-base through numerous phone calls, meetings and networking events
- Build effective and prosperous relationships with current customer base to ensure repeat business and referral of other sales prospects
- Continually and aggressively source and pursue prospective customers and season ticket holders
- Network with local business and organizations in an effort to acquire sales leads
- Maintain and continually grow a prospect database and track new sales leads
- Proactively look and prospect for new leads and customers
- Assist in the planning and execution of various Kansas City Wizards related events and activities
- Attend all Kansas City Wizards home matches to continue to build relationships with the client base and prospect for new customers

**Required Skills and Abilities:**
- Three (3) to five (5) years of professional sales experience (preferably in sports)
- Sales training - sports inside sales experience preferred
- Strong oral and written communication skills
- Aggressive and competitive nature
- Ability to work well within a team environment
- Self motivated and self-starter mind-set
- Positive attitude and strong work ethic
- Detailed-oriented and organized approach
- Ability to multitask
- Ability to work non-traditional hours including weekends and holidays as necessary

**Response Submissions:**
Interested individuals are to submit their responses via email or fax to:

**E-mail:** kcwizards@cosmossports.com
**Fax:** 905.564-4881
**Contact:** Ashley Marion 905.564.4660 ext 227

**Response submissions are to include:**
2. Resume: the respondent shall provide a detailed resume that demonstrates the individual's skills and proven record.
3. References: a list of three professional references with contact information is required.

Please do not contact The Kansas City Wizards directly as your application WILL NOT be considered for this position. Please contact Cosmos Sports for further information.
Announcement of Faculty Position
Department of Kinesiology
Assistant or Associate Professor (Tenure Track) Sport Marketing

The Indiana University Department of Kinesiology, School of HPER, invites applications for a tenure-track Assistant or Associate Professor Position in the area of sport marketing. The position will be available in August, 2010.

Qualifications: Candidates must have a doctorate in sport management or related field, research publications in appropriate journals or evidence of research potential, and demonstrated ability or potential to attract external funding. Preference will be given to candidates with research emphasis in sport marketing. Documented teaching excellence or teaching potential is important.

Responsibilities include: Maintain a research program in sport marketing, acquire external funding to support research activities, publish research in refereed journals, advise graduate students, direct doctoral dissertations, and teach courses in sport marketing.

Application: Send letter of application with a brief statement of professional objectives, curriculum vitae, representative publication reprints, and letters from at least three professionals who can comment on the candidate’s ability to meet the responsibilities of the job description to Chair, Sport Marketing Search and Screen Committee, Department of Kinesiology, Indiana University, Bloomington, IN 47405 (phone: 812-855-6541; email: ktanksle@indiana.edu). Applications received by April 16, 2010 will be assured of consideration. However, applications will be considered until the position is filled.

Indiana University is an Equal Opportunity/Affirmative Action Employer. Women and Minorities are Strongly Encouraged to Apply.

DEPARTMENT OF HEALTH AND SPORT SCIENCES

Position: Chair and Professor/Associate Professor of the Department of Health and Sport Sciences. Tenure Track Position # 3526.

Qualifications: Applicants must hold an earned doctoral degree related to the disciplines in the Department of Health and Sport Sciences, and have successful experience in teaching, research, service and leadership. It is preferred that the candidate has a national/international reputation and a record of outstanding scholarship in one or more academic areas of the department; success in securing external funding; proven leadership and management
competencies including strategic planning, team building, fiscal responsibility; and effective interpersonal skills with diverse constituencies.

**Responsibilities:** The Chair provides leadership in the administration of programs leading to the B.S.Ed. degree in three majors: Sport and Leisure Management, Physical Education Teacher Education, and Health and Human Performance, including concentrations in Dietetics, Exercise and Sport Science, and Health Promotion and Lifestyle Management, and the M.S. degree in two majors: Clinical Nutrition, and Health and Sport Science, including concentrations in Exercise and Sport Science, Health Promotion, Sport Commerce, and Physical Education Teacher Education. The department also maintains an extensive University wide physical activity program. The Chair interacts with alumni and University colleagues; establishes collaborative relationships with community, regional, and national partners; participates in national, regional, and state professional organizations; extends the department’s focus on research, and capacity to secure external funding; and provides for sound management for the department’s resources, including 31 full time and 35 part time faculty members.

**Setting:** The University of Memphis, a Tennessee Board of Regents institution, is recognized by the Carnegie Foundation as one of two public research universities and the only community engaged public university in Tennessee. It has six colleges and four professional schools serving a diverse population of nearly 21,000 students, 5,000 of whom are enrolled in graduate programs. The University is strongly committed to its urban mission and outreach programs, and recognizes the diverse and integrated role played by faculty and administration in fulfilling a comprehensive mission of research, education, and community service. The College of Education is fully accredited by NCATE and is a member of the Holmes Partnership. The Department of Health and Sport Sciences, one of four departments in the college, can be visited online at [http://www.memphis.edu/hss/](http://www.memphis.edu/hss/).

**Salary and Beginning Date:** Salary will be competitive and commensurate with qualifications. The position is a nine-month appointment with options for paid summer administration and teaching responsibilities. The University offers an excellent benefits package, and the state of Tennessee currently has no state income tax. Memphis and the surrounding areas maintain a very low cost of living relative to most parts of the country. **The anticipated date of employment is on or before August 23, 2010.**

**Application:** The review of completed applications will begin March 22, 2010, and may continue until the position is filled. Applications are to be submitted electronically at [https://workforum.memphis.edu](https://workforum.memphis.edu). Applicants are required to upload (1) detailed statement indicating qualifications as chair and specific vision for the department, (2) curriculum vitae, and (3) name, address, telephone numbers, and email address of four references, in addition to your specific affiliation with each of these individuals. Applicants will receive a confirmation number when all application materials are received. Address inquiries to Dr. Ernest Rakow, Associate Dean and Search Committee Chair, at [erakow@memphis.edu](mailto:erakow@memphis.edu).

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**Atlanta Braves**

Community Affairs Assistant (5-8 month position, $8.50/hr.)
Position description includes but is not limited to:

- Assist with planning and implementing community affairs and Braves Foundation programs and fundraisers as needed. Programs to include scholarships, community leader awards, food drives, reading programs, clinics, etc.
- Facilitate silent auctions on game nights and at special events
- Coordinate non-profit organizations for 50/50 raffle events
- Assist with Clubhouse access/autograph signings
- Manage database for auction item requests and internal requests
- Manage matrix message program (birthdays, anniversaries, etc)

In addition to the general requirements, the ideal candidate will possess:

- Strong verbal and written communication skills
- Strong organization skills, attention to detail and ability to multi-task
- Willingness to listen and learn
- Great customer service skills
- Courteous and prompt
- Self-starter and proactive
- Creative thinker
- Understanding and appreciation for diverse cultures and an ability to relate well with individuals of diverse backgrounds
- Previous sports, PR, Community Relations, or marketing experience would be a plus
- Ability to work long hours, weekends and occasional holidays in all types of weather conditions

Interested individuals should be college graduates and should feel free to contact Sue Gerten at sue.gerten@braves.com

Contact Tommy Kanganis in FFC 207 for more information

Email: spo-ad@stu.edu or Call: 305-628-6647

March 15, 2010 St. Thomas University Sports Administration