



# Example of Manager, Sports Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is looking to fill the role of manager, sports. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager, sports

- Coordinates activities with the various service contractors for assigned events
- Guides clients in preparation of events by interpreting and explaining contract provisions, policies and procedures
- Keeps clients informed as to status of deadline schedules, including but not limited to floor plan submissions, meeting room set-up specifications, insurance requirements and other relevant details
- Prepares cost estimates and monitors final billing and payment
- Ensures departmental sales goals for food and beverage are met or exceeded
- Provides clear, concise, and timely communication of detailed requirements to operational and culinary departments
- Assists in training event services staff
- Serves as primary liaison between clients and facility departments
- Monitors events on-site, maintaining close contact with clients and facility staff to ensure successful events
- Attends appropriate planning, organization and other event and facility meetings in support of facility operations

## Qualifications for manager, sports

- Extensive knowledge of architectural and interiors principles/practices
- Excellent communication, organization, leadership, business development, and people management skills

- Must be able to lift/move heavy items of 50 lbs
- Will be exposed to extreme heat and inclement weather