



Promotion and Event Manager (Adult Tennis)

The purpose of this position is to manage successful projects that lead to participation growth within adult tennis department and to organize successful Southern championships.

Essential Position Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adult Tennis Promotions

- Spearhead new and innovative formats and work with state associations and local areas in implementing these new formats to grow adult tennis.
- Develop and implement section-wide strategic plan to bring new unique players to USTA programs and tournaments each year and improve STA retention rate. Goals to be established each year by Director of Adult Tennis.
- Market aggressively Southern NTRP and Age Level adult tournaments and championships. Work with Tournament Director to promote event two months prior to event date and post-follow up one week afterwards.
- Create STA PowerPoint presentation with section-wide best practices and be able to share and present these practices at meetings.
- Assist Player Services Coordinator with the research of NTRP Self-Rate Appeals during busy periods of the year, typically December-January, April -May and July-August.

Sectional Championships

- Coordinate all facets in pre-planning and post-follow-up for all Southern Adult Championships, which include but not limited to Adult League Championships, Southern Senior Cup and select Adult Tournaments.
 - Identify potential tennis facilities qualified to host Sectional Championships while educating and promoting the financial benefits to the tennis communities by hosting a sectional championship.
 - Organize and administer all teams advancing to the sectionals tournaments, including tournament scheduling, championship setup, team registration and team entry fees.
 - Ensure accurate information is listed on Southern championship websites.
 - Work together with STA Championship subcommittee on communications with host, staff assignments, awards, player and captain gifts, ball ordering and logistics.
 - Collaborate with Marketing Department on sponsor-related purchases and activations.
- Serve as Tournament Director at select Southern Championships.

Other

- Perform other duties as assigned by the Director of Adult Tennis and/or Executive Director.

Competencies

- Excellent communication skills, both verbal and written
- Strong administrative and organizational skills. Ability to multi-task as position will manage several projects concurrently
- Highly motivated self-starter, enthusiastic personality with desire to promote and grow tennis

**Required Education and Experience**

- Bachelor's degree or equivalent experience.
- Computer experience in MS Outlook, Word, Excel, and Power Point.
- Must be able to travel, work weekends, and work out of the USTA Southern office.

Preferred Education and Experience

- Experience with TennisLink and TDM

Work Environment

This position operates in a clerical, office setting. The position routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. At times, this position will be offsite at state offices, trainings, meetings and events.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to stand and walk while offsite; use hands to finger and reach with hands and arms. The employee may occasionally lift up to 10-20 pounds.

Position Type and Expected Hours of Work

This is a full-time position. Typical days and core hours of work are Monday through Friday, 9:00 AM to 5 PM but will require hours outside of the core business hours. One hour unpaid lunch break is provided.

Travel

The position requires travel including but not limited to meetings, events and workshops.

AAP/EEO Statement

USTA Southern is an equal opportunity employer.

Classification

Exempt

Supervisor

This position will report directly to the Director of Adult Tennis.

Other Duties

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply for the position, please submit resume, cover letter and salary expectations to Chris Walling, Director of Adult Competition & Human Resources, at HR@southerntennis.com. Only qualified applicants will be contacted. Please no phone calls. The position will remain open until filled.