



Tailgate Guys & PRE Event Resources | Manager in Training (MIT)

Tailgate Guys is growing, and we are looking for innovative self-starters that want to be a part of an organization that is helping reshape game day fan experience across the nation by helping fans Tailgate Better! If you have a passion for hospitality and customer service and want to work in a fast paced, results oriented environment where you can make an immediate and lasting impact, we want to hear from you.

Tailgate Guys is the leader in pre-game hospitality, serving over 40 partners in collegiate and professional sports and hosting well over five hundred thousand fans each season. At Tailgate Guys, We Come To Serve our guests, partners, and team members.

The Manager in Training (MIT) program is a blended-learning, multi week program focused on immersing a manager in all aspects involved in Tailgate Guys. Each week the program focuses on a different aspect of running our business. This position will help lay the foundation for current and future leadership opportunities within Tailgate Guys. The goal of this program is to train and prepare you to be equipped as a Project Manager at our new partnership locations.

As a participant in our manager-in-training program, you will actively take part in our day-to-day operations, assist the project manager to maximize the success of your location, and be engaged in training activities and all aspects of our culture in preparation for the next level of your career. Apply now to be a part of one of the fastest growing teams in sports!

This position reports directly to the Project Manager

The key duties for this position include the following and other duties as assigned:

Sales

- Serves as one of the points of contact for all inquiries
- Discuss all sales information, availability and general information with current and potential guests
- Attend sales and coordination meetings with potential clients and Project Manager
- Growth of Tailgate Guys/ PRE Events client base through community relations and networking
- Work company promotional events, such as bridal shows, career fairs, orientations and other sales events

Operations

- Assist in Event Process Management of invoicing and document control, including but not limited to rental agreements, work orders, layouts, estimates and invoices
- Administrative Duties: including checking all voicemails, create coordination meeting agenda & writing thank you notes and sending surveys
- Communication with Production
- Quality control for all event setups

Public Relations & Communication

- Assist in all written communication with Clients
- Attend community functions with local management
- Tailgate Guys Game Days
- Visit with clients to build relationships
- Fielding questions from clients and potential clients (information on Tailgate Guys, season and individual game availability, contact request log, and assistance in tent location)

Qualifications

- Must have a Bachelor's degree from an accredited college or university.
- Must be legally authorized to work in country of employment without sponsorship for employment visa status.
- Must have a valid driver's license.
- Must be willing to work all scheduled hours which may include evenings and weekends, with or without reasonable accommodation.
- Demonstrate effective interpersonal, organizational, and leadership skills.
- Direct customer service experience.
- Excellent verbal and written communication skills.
- Industry related experience in hospitality, sports management and/or event management.