



Tailgate Guys & PRE Event Resources | Production Coordinator

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 leaders 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. Apply now to be a part of one of the fastest growing teams in sports.

This position reports directly to the General Manager

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

- Events
 - Schedule and manage full-time, part-time, and temp workers for event production
 - Create production plan
 - Manage appropriate equipment for event
 - Arrange event safety procedures
 - Lead event production of set-up and tear-down
 - Load and unload transportation vehicles appropriately and efficiently
 - Coordinate transportation of equipment
- Warehouse
 - Schedule and manage full-time, part-time, and temp workers for warehouse maintenance and cleaning
 - Manage the cleaning and maintenance of equipment
 - Manage the cleaning and maintenance of facilities
 - Manage the cleaning and maintenance of vehicles
 - Maintain up to date inventory data
 - Coordinate any equipment transfers, shippings, or deliveries
- Admin
 - Scheduling and supervision of labor
 - Manage the operations budget
 - Schedule maintenance, licensure updates, etc. for vehicles and transportation equipment