



## **JOB OPENING: APT EVENT COORDINATOR**

We are currently seeking an experienced Event Coordinator to manage our American Pickleball Tour events from start to finish. You will oversee all aspects of event planning and management; after discussing the scope and budget with the tournament director, you will organize all the details, including booking the venue, planning food service, entertainment, decorations, transportation, and staffing for the day of the event. We expect you to supervise each phase of the plan during the event to ensure it runs smoothly and to close out the event. Our ideal candidate has at least two years of event planning experience and has a long history of coordinating successful events.

### **Event Coordinator Duties and Responsibilities**

- Discuss the budget and expectations with management including the APT tournament director and staff
- Research and contract venues and vendors that fit the occasion within budget
- Schedule volunteers, staff, and set-up/clean-up crews for the day of the event
- Oversee each phase of the event to ensure it runs smoothly
- Help manage logistics of tournament evening “social events” with host cities
- Oversee the branding at each event (signage, signage placement, photography, videography, etc)
- Work with the company accountant to process all invoices to make sure vendors are paid promptly

### **Event Coordinator Requirements and Qualifications**

- Bachelor's degree in marketing, hospitality, or a related field preferred
- 2+ years of event planning experience
- Substantial portfolio of successful events
- Excellent communication and organizational skills
- Must be a self-starter and possess the ability to work both independently and as part of a team
- Must be able to perform under pressure and under stressful situations
- Must have the ability to quickly troubleshoot problems
- Ability to travel and work weekends and select holidays

*Please e-mail cover letter and resume to Adrenaline Special Events:  
events@adrenalinespecialevents.com*