

Tournament Coordinator, Shaw Charity Classic Project Coordinator, LAUNCHPOINT Sport & Event Strategies

REPORTING TO: Tournament Manager
EVENT: Shaw Charity Classic | shawcharityclassic.com
COMPANY: LAUNCHPOINT Sport & Event Strategies | lpstrategies.ca
LOCATION: Calgary, Alberta

Company Overview

LAUNCHPOINT Sport & Event Strategies is an event management and marketing company dedicated to providing strategic solutions for organizations, brands and properties that want to make their mark and stay ahead of the competition. Our creative and inspired team conceptualizes and produces brand and corporate experiences in addition to providing impactful event consultation, management, and execution expertise. Through our extensive experience and relationships with brand, sport and event properties, and industry experts, we are uniquely positioned to navigate and provide inspired turnkey solutions to our partners. LAUNCHPOINT is contracted by various event properties to execute events from the planning phase to wrap up. Current events include the Shaw Charity Classic and the 107th Grey Cup.

Event Overview

The Shaw Charity Classic will host some of the greatest names in golf at the Canyon Meadows Golf and Country Club, August 28 – September 1, 2019. The field, which will consist of 78 stars on PGA TOUR Champions, will compete for \$2.35 million US in a three-round, 54-hole stroke-play tournament. The only PGA TOUR Champions stop in Canada will showcase Calgary to the world through its broadcast on the Golf Channel. Led by a philanthropic Patron Group including Tournament Chairman – Jim Riddell, Allan Markin, Keith MacPhail, Guy Turcotte, Gary Peddle, Michael Culbert and PGA Tour Professional – Stephen Ames, along with title sponsor, Shaw Communications, the Shaw Charity Classic won the PGA TOUR Champions’ prestigious President’s Award in 2014, 2015 and 2017. The tournament has raised more than \$32 million in its six years, with a PGA TOUR Champions record setting donation of \$12.3 M raised in 2018 that was distributed amongst 189 youth-based charities in Alberta.

Job Description

The Tournament Coordinator will primarily be focused on the Shaw Charity Classic and will play a key role in managing the volunteer program as well as supporting sales, ticketing and other tournament related efforts. This position will directly contribute to the success of the tournament in taking an active role in managing a team of over 1,200 volunteers, taking ownership of key projects as well as generating revenue on the sales of various hospitality, sponsorship and ticket packages. Ideal candidates will be individuals who are pursuing a career in sports or event management with exceptional time management and communication skills. In this role you will be working with a tight-knit and collaborative team committed to bringing the most elite sporting event to Calgary. This role will also serve as a Project Coordinator on LAUNCHPOINT initiatives, ensuring the success of all events and projects.

The Job Specifics

Duties may include, but not be limited to the following:

- Actively manage the volunteer program, including registration & assignment, the online volunteer database and acting as the key tournament point of contact for volunteer chairs
- Delegate volunteer program related tasks including responding to volunteer inquiries, seeking volunteer food & raffle donations and creating the monthly volunteer newsletter to the Tournament Assistant and work closely with them to ensure that these tasks are completed to a high standard
- Coordinate and attend meetings with volunteer chairs in preparation for the event
- Execute volunteer packing day, orientation day and uniform distribution
- Prepare and distribute the monthly volunteer report
- Identify and build relationships with key prospects for potential hospitality, sponsorship and ticket sales
- Assist in the preparation and build out of sales collateral
- Plan and execute daily and weekly sales activity including generating new business relationships, responding to corporate inquires, outbound calls, face to face appointments, prospecting, etc.
- Accurately maintain and track prospects and current client information in our CRM
- Assist with the post-sale process including: partnership reviews, invoicing, client relations, etc.
- Manage our ticketing platform, onsite ticketing, ticket packing and all other ticket related items
- Perform the monthly credit card reconciliation process
- Work with the Tournament Manager to coordinate the accounts payable process
- Support the Tournament Manager in performing other duties related to the operation of the tournament
- Play a role in new business development for LAUNCHPOINT Sport & Event Strategies and assist in executing the 107th Grey Cup and other LAUNCHPOINT events

Requirements

- Bachelor's degree in business, sport management, public relations, or another relevant field
- Strong Knowledge in the Microsoft Office Suite including: Word, Outlook, Excel and PowerPoint
- Strong communication skills – oral and written
- Determination to support the team and go above and beyond what is expected
- High attention to detail and organizational skills
- High degree of accountability
- Ability to multi-task competing priorities while remaining flexible and calm under pressure
- Self-starter who can work independently with the ability to establish strong working relationships with clients, host club, co-workers, and community partners
- Adobe Design Suite skills are considered an asset
- Ability to work nights, weekends, and holidays as required
- Must be available all dates from August 23rd – September 2nd and November 18th – 24th, 2019

What We Offer

- Competitive compensation package with health and dental benefits
- Great vacation package

DEADLINE: March 20, 2019

START DATE: April – May, Flexible

Please send a cover letter and resume by email to info@shawcharityclassic.com, and place in the subject line "Application – Tournament Coordinator." LAUNCHPOINT thanks all applicants but will only contact those who will be invited for an interview.