



DIRECTOR OF EVENTS

Application Directions:

- Email a 1-page resume and a 1-page cover letter to: careers@futurelegendscomplex.com
- Cover letter must include salary requirements, detailed interest in this role, and other job requirements
- Subject of email should be - Director of Events, First Name, Last Name, Attn: General Manager

**Applicants who are unable to follow directions closely may not be considered*

Company:

Future Legends LLC, located in Windsor, Colorado is the premier destination for sports and events. Opening in Spring 2022, Future Legends will be a state-of-the-art indoor/outdoor multi-sport, training, and events facility that will make a positive impact on the local community and surrounding area as well as nationally. It is designed to host guests for national, regional and local sports tournaments, events, leagues, and more for players and audiences of all ages and skill levels. With two professional sports teams, a professional stadium, two nationally flagged hotels, dozens of diamonds and multi-purpose fields, an eSports arena, lodging, a 64-team dormitory, retail, restaurants, and much more, the future of sports is here.

Position Summary:

The Director of Event Services is responsible for driving the day-to-day operation of the Event Services department at the Future Legends Complex ensuring all events are executed at the highest level of event and fan experience to a wide range of fans and clients. This leadership position will be an effective influencer leveraging and building relationships to create, drive and improve business initiatives. This department leader will be responsible for the training and development of the event services team, establishing goals, and providing feedback and growth opportunities.

Key Areas of Responsibility, Job Metrics and Competencies:



- **Management:** Manages development, growth strategy, and activities of employees engaged in providing event management for Future Legends Complex. Manage and participate in the development and implementation of goals, objectives, policies, and priorities of all event related programs and activities.
- **Communication:** Develops and executes special event(s) communication plans and schedules. Communicate and advise leadership of issues, on-going problems, etc.; offer solutions; follow up to ensure issues are addressed and problems resolved within the department planning and operational meetings as required to ensure smooth coordination of event activities
- **Collaboration:** Creates and manages cross-functional teams to include major stakeholders (internal and external). Coordinate with all stakeholders (including, but not limited to, promoters, teams and groups hosting functions at the venues) to guarantee that required and requested services are provided. Act as a liaison with other departments regarding venue and complex policies and operational procedures as it relates to upcoming functions and user needs.
- **Operations and Cost:** Forecasts and oversees the department's annual budget. Ensure accuracy in computing of costs for post-event billing of services and equipment rental charges. Demonstrate continuous effort to improve event operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Conduct planning and operational meetings as required to ensure smooth coordination of event activities.
- **Event Development:** Lead the planning processes for special events via client calls/kick off meetings, addressing discussion points and issues/concerns, reviewing the work of stakeholders and delegating as needed to insure the most effective and efficient use of resources. In partnership with the GM and assigned stakeholders for special event revenue generation and standards for overall special event performance. Drive communication efforts and achievement of goals through influence and partnership.
- **Other Duties:** As assigned.

MINIMUM QUALIFICATIONS AND ESSENTIAL FUNCTIONS:

- Bachelors or Advanced Degree in a related field, or related equivalent experience or equivalent training and experience in lieu of degree. (Minimum 5 years will be considered)
- A minimum of 2 years supervisory, management and/or leadership experience.
- A minimum of 6 years of event experience with professional sports team(s) & live events, and concerts.
- Must have Auto Cad or event management software knowledge.
- Must have a flexible schedule and the ability to work long hours, including overnights, evenings, weekends and holidays.



- Excellent interpersonal and leadership skills with diverse staff, tenacious work ethic and strong, written communication skills required.
- Must be detail-oriented and highly organized with an ability to simultaneously handle multiple tasks and adapt to change.
- Must be able to complete projects and resolve issues expeditiously, independently and with minimal supervision; must be able to show initiative and good judgment.
- Strong written and verbal communication skills are a must due to required correspondence in the role.
- Demonstrate poise, tact and diplomacy.
- Strong teamwork aptitude required.
- Must have the ability to walk and stand for long periods, and navigate through stairways in an arena setting.
- Must have the physical ability to work both inside and outside during all seasons of the year and possible extreme weather conditions.

Compensation/Perks:

- Competitive salary
- Paid sick leave / vacation time
- 401(k)
- Health insurance
- Regular team events (lunches, sporting events, outings, etc.)

****Future Legends Complex LLC. is an equal opportunity employer. Future Legends LLC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations*