

PREMIER SPORTS MANAGEMENT & PREMIER DONOR STRATEGIES

JOB DESCRIPTION

Event Producer & Director

Overview: This is a leadership position within the Premier team, serving as the lead event producer and director for selected events managed and produced by our company. The role includes serving as key liaison with the client, developing the upfront strategy and plan for the event, and then creating and overseeing the execution of that plan. This position will lead an event team to include production, communications, creative/design and hospitality, in addition to selecting and managing event vendors and outsourced labor. Ultimately, this role is responsible to produce and direct world-class events that continue building on Premier's reputation for excellence.

PRIMARY RESPONSIBILITIES

This position will cover a variety of events across both the sports sector (PSM) and the donor experiences sector (PDS). Specific responsibilities will vary depending on the type of event, but generally the Event Producer & Director for Premier's marquee events will include:

- Create the overall strategy, plan and timeline for the event in conjunction with the client and Premier leadership.
- Serve as the lead liaison with the client and build key relationships with all stakeholders.
- Organize and manage the event execution team and lead the planning meetings.
- Create the format, content, messaging, run-of-show and all other key aspects to produce a successful event.
- Identify and recruit all featured personalities to play key roles in the presentation of the event – emcees, speakers, performers, athletes, coaches, broadcasters, etc.
- Coordinate integration of any event partners, sponsors, donors, VIPs, etc.
- Oversee pre-event production of all content and presentations – videos, audio, visuals.
- Oversee the design plan, working with Creative Director to build theme art and integrate into every aspect of the event (print, digital, video, imagery, staging, signage, etc.)
- Oversee development of messaging strategy and work directly with Communications Director in all scripting and written communications.
- Oversee AV and technology integration in conjunction with the Technical Director and hired production company.
- Develop all production scripts and timelines.
- Direct all on-site operations, production and personnel.
- Facility management, serving as primary liaison with event site staff.
- If event includes broadcast, this position oversees production and personnel needs required for such and/or coordinate details with broadcast partner.
- Identify and hire vendors and contract labor necessary to fulfill event requirements.
- Responsible to infuse first-class delivery of all aspects of events – including production, design, hospitality, catering and décor – to maintain Premier's standard of excellence.
- Budget management for each event.
- Participates in Premier's business development sessions to provide input into the events space and help with ideation of new opportunities.

QUALIFICATIONS

Key personal qualifications for this position include, but are not limited to, the following:

- 5+ years of experience in managing, producing and directing significant events (and/or broadcast/programming)
- Strong communications skills, both written and verbal
- Ability to engage with clients and partners at all levels of management, from CEO to assigned coordinators
- Experience in working with VIPs (athletes, coaches, celebs, speakers, performers, corporate leaders, etc.)
- Thrives in helping achieve outcomes that exceed goals and expectations
- Demonstrates a relentless attention to detail
- Highly-organized
- Teamwork – provides value as member of a team working together for common purpose
- Places high importance on personal character and moral values
- Ability and willingness to work with a flexible schedule, including evenings and weekends
- Successful completion of a background check

COMPENSATION

Salary: Financial range dependent upon experience and qualifications

Benefits: Medical Insurance – company pays for 100% of premium for employee

Savings Incentive Match Plan (Simple IRA) tax-deferred retirement plan

ABOUT PREMIER

Premier Sports Management is a sports marketing and events company that has worked with many of the nation's most prestigious sports organizations and sponsoring brands over the past 25+ years. We focus on creating strategy, developing game-plans and then executing it with excellence. Premier is a full-spectrum provider of services to sports properties, such as leagues, teams, universities, governing bodies and coaches' associations, along with corporate brands who seek to leverage sports partnerships to build business.

Premier Donor Strategies helps non-profit organizations grow their ministry and fulfill vision by providing tools that build strong relationships and deeper engagement with key donors and influencers. One of the primary features of this strategy is the development and execution of major donor events, a first-class resort experience that casts vision and inspires donors to make significant commitments to the cause.

OUR CULTURE

The Premier brand and culture is built around the pillars of excellence, trust, teamwork and influence. We seek people who share likeminded values and who want to be part of helping fulfill a corporate vision whose purpose extends beyond finance and is mission-focused.

SEND RESUME TO:

events@premiersportsonline.com