

Assistant Project Manager – Events

Design + PM Utah · Salt Lake City, Utah

About Infinite Scale + Elevate Sports Ventures

Infinite Scale is a sports design consultancy specializing in comprehensive design solutions for the world's most attended sports venues and witnessed sporting events. We create fan experiences through brand activation, signage systems, environmental graphics, and partner integration. Our growing design team and exciting high-profile projects make for an unmatched work environment. Our role is to ensure the best product and experience for the audience — be that a student-athlete, a donor or corporate partner, a team or league, or of course the dedicated fans. We work to bring their passion to life, through our passion for sports and design.

Infinite Scale recently joined Elevate Sports Ventures, a best-in-class sports, entertainment, and brand agency that provides proven and innovative solutions in hospitality and partnership sales, marketing, data and analytics insights, and brand representation to organizations across the global sports and entertainment landscape. Formed in partnership between the San Francisco 49ers, Harris Blitzer Sports & Entertainment (HBSE), Oak View Group (OVG), and Ticketmaster/Live Nation in 2018, Elevate is spearheading the most prestigious and dynamic new stadium and redevelopment projects in the world, including the Seattle Kraken's Climate Pledge Arena, the New York Islanders' UBS Arena, and Co-op Live in Manchester, England. Highlights among 30+ other clients and current projects include the USGA, USTA, St. Louis CITY SC, FIFA World Cup 2022, and EuroLeague Basketball.

Ideal Candidate – Assistant Project Manager, Events

The ideal Assistant Project Manager (APM) candidate is detailed oriented and has the critical organizational ability to assist managing a myriad of ongoing moving parts. They have excellent written and verbal communication skills and are proactively resourceful. Projects are large and fast paced with heavy workloads over the holidays. The APM's primary responsibility is to track communication and understand the details of project scope, deliverables, schedules and production, so the team can work successfully. This role is a crucial part of our professional, high caliber team that works exclusively with professional and collegiate sport team and leagues. Travel is likely after the first year of employment.

Is this You?

You love sports. You love being a fan and being immersed in the world of athletic achievement and the fierce competition to be the best. You understand the importance of branding in the physical built environment. You are an excellent listener who can capture the abstract notions and critical details of a meeting, whether it is with our internal team or with our clients and partners. You are a great teammate who is willing to pitch in to help our team succeed. If this is you, we want you to be a part of our team.

Position Minimum Requirements

- Bachelor's degree in design, sports management or related field
- Thrives in a fast-paced environment; takes initiative and solves problems
- Professional demeanor with excellent written and verbal communication skills
- Service and detail-oriented
- Capable of working with a variety of different personalities while juggling various projects
- 2+ years of project management experience
- Experience with Apple O/S and products

- Experience with Basecamp project management tool
- Experience with Adobe Creative Suite and Microsoft Office
- Strong interpersonal skills; a team player, positive and innovative thinker
- Able to travel if needed

Only submissions that include a Cover Letter and Resume will be considered.