



Position: Assistant Tournament Director
Status: Full time, Exempt Employee
Report To: Tournament Director
Start Date: September 1, 2022
Location: Oklahoma City, OK

ABOUT THE JOB: This position is for an **Assistant Tournament Director** with Anera Sports. Anera Sports, based in Dallas, TX, is the host organization for two Korn Ferry Tour events. The Veritex Bank Championship, which is preparing for its third year, and a new, soon to be announced, championship in Oklahoma City, OK (scheduled to play June 2023). **This position is based in Oklahoma City, OK.**

This **Assistant Tournament Director's** main responsibilities will lie in several managerial roles for the Oklahoma Korn Ferry Tour event. As the local on-site team leader responsibilities will focus both on the operational and sales sides of event planning. This role will include working with the Tournament Director on contract administration, vendor management including specific RFP's, volunteer liaison, as well as be expected to generate new business and handle the fulfillment associated with all sales.

OPERATIONS: Manage vendor relationships to include all logistical areas to support the tournament. Manage the relationship with host golf club, including food and beverage, function space, and clubhouse operations. Manage the relationship with the City of Norman, OK and University of Oklahoma to ensure permits are secured, police support is adequate, and transportation plans are approved. Work with the PGA TOUR Operations staff to ensure their on-site needs are met. This role will provide the highest level of service through constant communication and follow through while building and establishing relationships with local community organizations such as chambers of commerce and tourism boards, local leaders, and community influencers.

BUSINESS DEVELOPMENT: Ability to identify and secure sponsorship sources within the local community. Expectation is that position will solicit and secure sponsors in partnership with the current business development staff members in place. There will also be opportunities to generate sales for pro-am. Additionally, this position will aid in the development and creation of marketing materials, including website enhancements and social media.

Qualifications:

- Minimum three years of tournament or equitable experience in leadership and sales
- Proficient in Microsoft Office Suite.
- Proficient in Social Media Platforms (Facebook, Twitter, Instagram, etc.)
- Knowledge and passion for golf a plus
- Ability to work weekends, evenings, and early morning as required, along with extended schedules on and around championships weeks; some travel required
- Understanding of and commitment to the goals, standards, and expectations of Anera Sports
- Self-directed with strong work ethics; willing to be part of an entrepreneurial and growing company while playing a vital role in its growth

SKILLS FOR SUCCESS:

- **LEADERSHIP:** Strong leadership skills to work with staff, sponsors, and volunteers while doing so collaboratively with each of these groups both inside and out of Anera Sports.

- **COMMUNICATION:** This position requires exceptional verbal and written communication skills within the organization and the public arena, both one-on-one and larger group settings.
- **MANAGERIAL:** The dynamics of the team will require a highly organized individual not only in executing daily tasks, but also the strategic plan for the long-range future of the organization.
- **CRITICAL THINKING:** Critical thinking skills and an innovative approach to problem solving are essential traits.

COMPENSATION AND BENEFITS

- Base salary and incentive compensation (commensurate with experience and qualifications)
- Benefits package includes insurance, cell phone stipend and PTO/vacation.

Please send cover letter, resume, references, and salary expectations/rationale to:

Erin Gasbarro
Tournament Director
Anera Sports, LLC
Dallas, TX.
erin@anerasports.com
www.anerasports.com

More information about Anera Sports:

Anera Sports - Event Management Division: owns and manages golf championships on behalf of ourselves and other third parties. These events include both professional and top-level amateur championships conducted across the country. Anera is the Host Organization for the Veritex Bank Championship “VBC”, a Korn Ferry Tour event commencing in April and a soon to be announced Korn Ferry Tour event in Oklahoma City commencing in June.

Anera Sports also manages the business operations of the Trans-Miss Golf Association and Turf Scholarship Fund. The Trans-Miss currently conducts four annual championships and board meetings along with overseeing the operations of the Turf Fund, which provides scholarships and internships to students pursuing a career in golf course agronomy. Anera also manages the business affairs of the Amateur Golf Alliance, which conducts several championships and raises funds to promote amateur golf including a player development platform, provides funding for practice squad members of both the US Walker Cup & Curtis Cup teams along with conducting the Concession Cup, AGA Women’s National Championship, and Elite Series Championship.

Anera Sports, LLC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. Hiring decisions based solely on qualifications, merit, and business needs at the time.