

# Fan Experience Assistant Manager

## Position Information

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### Position Information

**Job Title**

Fan Experience Assistant Manager

**Job Description**

Notre Dame Athletics is committed to building a diverse workforce passionate about maximizing the student-athlete experience. Our pillars of Education; Excellence; Faith; Tradition; and Community guide us in the work we do each day. We are eager to attract, recruit, and retain individuals who positively contribute to a collaborative, inclusive working environment where all may thrive.

Building on the University's Spirit of Inclusion, we are committed to the work needed to cultivate sustainable progress and change. As a prospective member of [Notre Dame Athletics](#), we encourage you to apply if you embrace, embody, and demonstrate a commitment to the aforementioned values

As a member of the Notre Dame Athletics team, the Fan Experience Assistant Manager will support the marketing & promotional efforts by developing and implementing strategies and plans for the purpose of maximizing fan engagement and attendance while enhancing the game atmosphere. This position will be the point with fan experience initiatives associated with the reserved seating of one ticketed sport (Men's Basketball, Women's Basketball, or Hockey) and direct the game presentation for several Olympic sports. Other duties include seeking new opportunities to engage the campus and local community in order to increase attendance at Notre Dame's non-ticketed sports. This position will help supervise student workers relative to the above-described efforts.

**Fan Experience Coordinator will:**

- Enhance the atmosphere, increase attendance and revenue by leading fan experience oversight for women's soccer, women's basketball, and softball by creating season-long promotional calendars. This included among others – developing game themes, in-game content, coordinating music with band, CFX, and DJ, write ROS and PA scripts, serve as show caller, scheduling entertainment acts, in-game emcees and videoboard content. Serves as stage manager field level of Notre Dame football games.
- Provide basic graphic design support for digital communications.
- Grassroots outreach on the Notre Dame campus and local community to engage and increase attendance. Coordinate engagement with the Notre Dame student body
- Attend various meetings, including but not limited to weekly fan experience staff meetings, revenue generating meetings, Pod meetings for designated sport(s), game operations meetings for designated sport(s), and regular update meetings with coaching staff and/or director of operations of designated sport(s)
- Work collaboratively with other Athletics Business Pod units (ticketing, sales, marketing, Notre Dame Global Partnerships) along with Fighting Irish Media to meet department goals.
- Assist in supervising student workers, providing daily guidance, mentorship and leadership qualities to ensure professional growth and to maximize their efforts to support various programs.

**Minimum Qualifications**

- Bachelor's degree (4 years)
- 1 to 6 months experience
- Intermediate skill level in the Adobe Creative Suite (Photoshop, InDesign, Illustrator, etc.)
- Strong communication, interpersonal and creativity skills desired

**Preferred Qualifications**

- Bachelor's Degree preferably in Sports Management
- Previous experience in a collegiate or professional athletics marketing office preferred

**Special Instructions to Applicants****Department**

Fan Experience (11100)

**Department Website**

<b>Family / Sub-Family</b>	Communications & Marketing / Marketing
<b>Career Stream/Level</b>	EIC 1 Associate
<b>Department Hiring Pay Range</b>	Up to \$45,000.
<b>Pay ID</b>	Semi-Monthly
<b>FLSA Status</b>	S1 - FT Exempt
<b>Job Category</b>	Internship
<b>Job Type</b>	Full-time
<b>Schedule: Days of Week &amp; Hours</b>	
<b>Schedule: Hours/Week</b>	
<b>Schedule: # of months</b>	

## Posting Detail Information

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The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from female and minority candidates and others that will enhance our community. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veterans and qualified individuals with disabilities in compliance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a).

### Posting Detail Information

<b>Job Posting Date (Campus)</b>	05/16/2024
<b>Job Posting Date (Public)</b>	05/16/2024
<b>Job Closing Date</b>	06/04/2024
<b>Posting Type</b>	Open To All Applicants
<b>Posting Number</b>	S24970
<b>Quick Link for Internal Postings</b>	<a href="https://jobs.nd.edu/postings/34421">https://jobs.nd.edu/postings/34421</a>

## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

## Documents Needed to Apply

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### Required Documents

1. Resume

### Optional Documents

1. Cover Letter