

**Position:** Coordinator, Authenticics

**Department:** Marketing

**Reports To:** Senior Manager, Team History & Brand Initiatives

**FLSA Status:** Non-Exempt

## **Role**

The Coordinator, Authenticics will lead the execution and expansion of the Cubs Authenticics program with the Manager, Authenticics & Archives. The position will play an integral role in both driving the overall business strategy and executing the day-to-day operations of the Cubs Authenticics program. This person will work closely with Marketing, Baseball Operations, Ballpark Operations, Accounting, Community Affairs, Levy, MLB Authenticators and Major League Baseball to execute the Cubs Authenticics business from item collection through final sale.

## **Responsibilities**

- Coordinate, execute and expand the Cubs game used and autographed item program.
- Manage program P&L and create pertinent monthly, mid-season and end of year accounting documents.
- Reconcile Cubs Authenticics sales with the team's concessionaire and Accounting Department.
- Oversee the implementation and consistent execution of the Cubs Authenticics online auctions.
- Work with team clubhouse staff to manage uniform inventory and coordinate collection processes and procedures.
- Generate new revenue streams by expanding autographed merchandise and game used item offerings inside and outside of Wrigley Field.
- Work with MLB game-used licensees to maximize inventory and develop creative product offerings.
- Develop new and maintain current collector relationships to drive incremental sales.
- Work alongside team concessionaire staff to sell Cubs Authenticics items in the Wrigley Field concourse for every home game.
- Reply to fan inquiries and execute sales via the Cubs Authenticics direct sales channels.
- Work with MLB Authenticators to ensure desired autographed and game used items are authenticated.
- Serve as main point of contact for all fan and customer inquiries, MLB Authenticator coordination and Major League Baseball licensee business.

## **Requirements**

- At least one year of experience with P&L management.

- Demonstrated knowledge and understanding of memorabilia and sports game used item programs.
- Undergraduate degree in marketing or business.
- Proficiency with Microsoft Word, Excel and Outlook.
- Demonstrated record keeping, organization, and planning skills.
- Familiarity with Adobe Photoshop and ability to perform common graphics creation and modification tasks such as resizing, file conversion, text layout and retouching.
- Demonstrated oral and written communication ability.
- Ability to work a varied schedule to include evenings, weekends and holidays.
- Demonstrated baseball knowledge and understanding of Cubs history and fan base.

#### **Desired Qualifications**

- Self-starter with leadership skills.
- Ability to operate under pressure and meet tight deadlines.
- Willingness to work nights, weekends and holidays as game schedule requires.
- At least one year of experience managing a memorabilia and sports game used item program.
- Previous work experience in merchandise and licensing

*The Chicago Cubs and its affiliates are an Equal Opportunity Employer committed to inclusion and employing a diverse workforce. All applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, disability, or other legally protected characteristics.*