



## JOB POSTING

**Title:** Events Coordinator  
**Reports to:** Manager of Events & Hospitality  
**Department:** Events & Entertainment  
**How to Apply:** [www.chicagobears.com/jobs](http://www.chicagobears.com/jobs)

### **About the Role**

The Chicago Bears are hiring an Events Coordinator. This role is part of a team that is responsible for the club's fan and private hospitality events as well as planning and execution of activation and gameday logistics. The ideal candidate is passionate about event planning, has strong adaptable and detailed problem-solving skills, and excels in fast paced environments. This is a full-time position that will work out of all three of our office locations – Soldier Field, our headquarters (1920 Football Drive, Lake Forest) and our downtown Chicago office (123 N. Wacker Drive). The hours can be non-traditional supporting evening and weekend events as well as working game days.

### **Who We Are**

The Chicago Bears strive to advance our mission of winning championships by conducting ourselves with humility, integrity, and a strong work ethic. We want you to help us achieve our goals and to be part of the one of most storied franchises in all of sport. We offer our employees professional development, competitive salaries, excellent health and retirement benefits, and an environment where our talent and contributions are valued by the club and the community.

### **Our Commitment to Diversity, Equity & Inclusion**

The Chicago Bears organization continues to deepen its commitment to establishing an inclusive, equitable work environment that reflects the diversity within our communities and fan base. We value, respect and appreciate diversity at all levels, on and off the field, and are guided by a vision of success that includes integrating diversity, equity, and inclusion into our club's DNA and culture.

### **Responsibilities**

- Gameday & Fan Events
  - Coordinate the planning and execution efforts for fan events and gameday operations including effective collaboration with all relevant departments, vendors and personnel
  - Manage event operations and logistical needs, including hospitality, signage, activation and on-site vendors
  - Contribute to the development, layout, and execution of all relevant activations and signage including collaboration with internal departments, external partners, venues, and vendors
  - Provide game presentation execution assistance as needed
- Halas Hall Events & Meetings
  - Coordinate and execute Halas Hall meetings and events
  - Assist in planning, onsite setup and logistics, A-V, staffing and breakdown for all internal departments and external clients as assigned
  - Act as onsite lead for events and meetings when necessary
- Administrative
  - Coordinate event related communication and deadlines with internal stakeholders
  - Assist with the scheduling, inventory, maintenance and overall operations of the team assets
  - Support department invoices and budget and invoice process
  - Collaborate with pertinent departments to collect, produce and distribute event recaps
  - Manage vendor relationships, bid out projects and assist with the creative request and ordering process



- Carry out special projects and assignments as assigned

#### **Qualifications**

- Bachelor's degree in Business, Sports Management, Hospitality, Communications or related field
- 1-3 years of relevant experience in sports promotions, events, hospitality, or marketing
- Must be able to effectively work in a fast-paced, high-pressure environment and demonstrate the ability to juggle multiple competing tasks and projects while keeping key constituents in the loop
- Demonstrate ability to work independently, use good judgment and decision-making skills
- Computer skills including Microsoft applications (Outlook, Word, Excel, Teams and PowerPoint)
- Problem solving, organizational and communication skills. This includes the ability to interact and communicate effectively with all levels within the organization and with external customers and vendors.
- Provide superior customer service
- Must be dependable, flexible and able to adapt to a variety of situations
- Able to work nontraditional hours in nontraditional settings including holidays, evenings, and weekends

*This list of position functions is not all-inclusive and may be supplemented or modified.*