

Company Information:

Based outside of Charlotte, N.C., Spire Sports + Entertainment is bolstered by principled employees with decades of collective experience in brand consulting, celebrity representation and career management, business development, sponsorship placement and program management, event activation, hospitality, media relations, social media support and strategic consulting.

Operating below the radar for more than a decade, Spire's work is unknowingly seen every day with our focus on accomplishment rather than accolades.

Spire Hockey is currently comprised of the Greenville Swamp Rabbits and the Rapid City Rush of the ECHL, the premier "AA" professional hockey organization in North America.

JOB DESCRIPTION:

Spire and the Greenville Swamp Rabbits seek a Game Operations Manager. The role will be responsible for the fan experience on game days; by leading and executing game production, including motion graphic / video creation, script writing and show directing for all Swamp Rabbits home games.

The Game Operations Manager will; be extremely detail-oriented, an effective multi-tasker and communicator. The ideal candidate will be a motivated self-starter that takes initiative and thinks creatively.

ESSENTIAL FUNCTIONS:

- Manage run of show specs and production needs; script writing
- Maintain detailed accounts of corporate fulfillment needs and assets
- Develop unique and creative game presentation and entertainment, as well as oversee Theme Night planning / execution
- Lead weekly staff meetings on game day details and communicate effectively with the Arena staff and production team
- Manage and oversee game day staff, including; production, video, sound and floor
- Serve as a liaison between the front office and ECHL league office for league-wide initiatives and game operation assets and fulfillment
- Assist in social media endeavors, including content creation and general support and promotion of the Swamp Rabbits brand
- Foster relationships with entertainment companies
- Execute all league mandated reporting and communication materials, with timely, efficient response to league
- The ability to work with confidential information and always maintain professionalism while representing the Swamp Rabbits brand

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:

- Highly organized, resourceful, detailed-oriented, a quick learner and efficient with time management skills
- Motion graphic / graphic design proficiency required
- Video shooting and editing skillset
- Ability to learn in a team environment and adhere to departmental guidelines
- Ability to professionally communicate and interact with all levels of internal and external parties
- Ability to professionally handle highly sensitive and confidential information

QUALIFICATION STANDARDS:

- Bachelor's degree in multimedia, sports management or related field
- 2+ years of progressive professional experience in game and event operations, preferred in the sports industry
- Experience working in professional hockey, a plus
- Excellent speaking, writing, and editing abilities
- Ability to multi-task, manage multiple projects at once and thrive in a fast-paced, intense work environment
- Must be able to work game nights, weekends, and holidays throughout the calendar year

The Swamp Rabbits reserve the right to change or modify the employee's job description whether orally or in writing, at any time during the employment relationship. The Swamp Rabbits may require an employee to perform duties outside his/her normal description.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.