

TOURNAMENT OF ROSES ASSOCIATION
JOB DESCRIPTION

Job Title: Coordinator, Rose Bowl Game
Department: Game Management
Reports To: Senior Director of Operations, Rose Bowl Game
FLSA Status: Nonexempt

SUMMARY OF PURPOSE OF JOB:

Assists and supports the Senior Director of Operations, Rose Bowl Game and others in the Game Management Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Other duties may be assigned.

- **General and Administrative:** Prepares for meetings (invitations, room set-up, conference call information, plan and print handouts, PowerPoint) and performs clerical support, shipping and receiving, gift and apparel inventory and distribution, staff uniform inventory and distribution, updating the University Participation Manual and all team forms. Completes the NCAA Bowl Certification each year. Assists with the Staging Plans.
- **Game Staff Budget:** Assists the Director, Team and VIP Operations with the annual budget preparation and keeping records throughout the year. Ensures all invoices are paid and accounted for in department records. Assist with credit card account reconciliation.
- **Payroll Support Management and Independent Contractor/Vendor Service Agreements:** Assists with all vendor service agreements and purchase orders. Collects all required insurance forms from all vendors and independent contractors. Assists with and creates independent contractor agreements/contracts and processes through PayReel.
- **Community Relations:** Assists the Senior Manager, Marketing and Events with administrative support as it relates to community and DEI projects including the Rose Bowl Game Mentorship Program. Organize CRM and communication emails.
- **Game Officials Logistics:** Updates the Game Officials Guide and forms, plans and executes the game officials welcome event, travel reimbursement and payment. Manages all ticket requests (Parade, VIP Tailgate, Game), meeting set up and logistics, hotel accommodations for game officials and guests.
- **Stadium Operations:** Assists with office move down to stadium, assists with trailer installation and furniture delivery, updates and distributes Game Day Guide and game day timeline, assists with daily meeting agenda and handouts during bowl week. Acts as main point of contact for catering vendor for all lunches throughout bowl week. Works with stadium concessionaire on concourse layouts for the Rose Bowl Game. Responsible for deliveries and coordination of assigned vendors. Assists with golf

cart deliveries and schedule. Acts as main point of contact for all rental cars, assists with VIP Drivers during bowl week, schedules pick-ups and drop offs with AVIS to stadium for VIP Drivers, Hall of Fame and Game Management staff.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High school diploma or equivalent plus one (1) year of work experience, preferably in an office setting.
- Associates degree preferred.
- Prior event management experience preferred
- An understanding of college athletics preferred

COMPETENCIES REQUIRED (unless stated otherwise)

- Attention to detail
- Customer service orientation
- Multi-tasking skills
- Problem solving skills
- Works effectively with deadlines
- Phone skills
- Open to feedback
- Prioritization skills
- Good collaboration and teamwork skills
- Excellent written and verbal communication skills
- Familiarity with basic office equipment
- MS Office Suite

Please submit your resume to jobs@tournamentoroses.com