



State Championship Manager

POSITION SUMMARY:

The State Championship Manager is responsible for planning, organizing, and directing all of the ACEL's state championship events and the annual membership meeting. The State Championship Manager works closely with the Executive Director, the Development Director, and the Track & Field Commissioner in the organization and execution of public ACEL events.

QUALIFICATIONS:

- Must embrace the mission of the ACEL
- Strong interpersonal and writing skills.
- Have knowledge and experience in event planning.
- Knowledge of high school level sports is helpful but not required.
- Possess the skills to work with and motivate a large number of volunteers.
- Have the desire to build external relationships.
- Be a "self-starter" and goal driven to improve and develop ACEL state championship events.
- Have knowledge of the Alexandria/Pineville area.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.

ACTUAL JOB RESPONSIBILITIES:

1. Work closely with the ACEL's Executive Director, Development Director, and Track & Field Commissioner.
2. Develop contacts and expand relationships with venues, vendors, and other services in the Alexandria/Pineville area.
3. Coordinate and staff event admissions.
4. Coordinate and staff event merchandise sales.
5. Coordinate and staff concessions.
6. Coordinate DJ's/Announcers, LiveStream services, Color Guard and other services necessary to opening and closing ceremonies.
7. Advertise events to the ACEL membership and the public.
8. Produce and display event signage.
9. Develop opportunities for ACEL cheer, dance, and Arts & Academics teams at state events.
10. Make public appearances/accept speaking engagements to share information about the ACEL with the community.
11. Staff Board Development Committee meetings.
12. Demonstrate professional conduct at all times.
13. Perform other related duties as requested.

COMPENSATION:

\$4800 per academic year.

TO APPLY: Email your resume along with an explanation of why you want to serve the ACEL as State Championship Manager to admin@theaccel.com.