



## Events Manager Job Description

### Purpose of Position

The Events Manager is responsible for fulfilling the mission of Des Moines Christian School by serving as the designated supervisor for home contests. This position oversees the event from start to finish including event setup, the ticket taking process, welcoming opponents, and ensuring details are attended to during and following the event.

### Position:

- Part-time, seasonal
- Stipend

**Reports To:** Athletic Facilities Manager

**Direct Reports:** None

### Qualifications:

- High School diploma or equivalent, preferred.
- Experience coaching or assisting with event management preferred.
- CPR/First Aid Certification or able to obtain.
- Ability to lift 50 lbs.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in a relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

### Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem-solving skills.
- Demonstrates consistent spiritual leadership.
- Manifests effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Demonstrated ability to work collaboratively with other departments and with volunteers.

### Responsibilities:

- Supervises and manages home (and minimal away) events in conjunction with the Athletic Facilities Manager and Activities Office. Serves as the designated contact for assigned home contests. Primary coverage for lower-level events (JV, JVR, JH) and assists with varsity events as needed.
- Ensures that the facilities are prepared for the event and that the necessary equipment and supplies are available for both teams.



- Works directly with the Athletic Facilities Manager and Activities Coordinator to have working knowledge of technology, equipment, and programs necessary for games/competitions (aka, scoreboards, AV systems, software, ticketing devices etc.)
  - Makes sure all game equipment is operational (i.e. Scoreboards, Sound Systems, scores table, lighting fixtures, etc.)
- Works closely with the facilities team for all home games, feeder activities, and outside groups.
- Assists in the supervision of the ticket takers and ticket sales.
- Serves as a liaison for visiting teams, officials, ticket takers, concession stand volunteers and spectators at home events.
- Supports and maintains proper crowd control and addresses issues of unsportsmanlike behavior of fans, parents and/or students during events.
- Signs off on officials vouchers and ensures officials are properly supported during events. Serves as the on-site contact for any issues brought to his/her attention by the referees/officials during the contest.
- Communicates with coaches, athletic administrators, officials' assignment chairpersons and officials about any changes to the athletic schedule.
- Is knowledgeable of current rules/regulations for both the IAHSAA/IHSGAU for various sport seasons.
- Assists with the planning, coordinating and management of IAHSAA/IHSGAU post-season tournaments when DMCS is hosting the event.
- Is knowledgeable about safety procedures during athletic events with regard to weather (tornado/severe weather) or other evacuation safety/security issue(s).
- Schedules officials for athletic events as needed (in case of cancellation or no-show). Contacts game officials in the event of late cancellation (accesses AD weekly communication for game management).