

PORT MELBOURNE BASEBALL CLUB

Position Description

Job Title: Social Manager

Purpose:

The Social Manager is responsible for setting out the Club's social calendar for the season.

Key Responsibilities:

- Identify key club functions ensuring there is enough spread throughout the season but not too many that will over crowd the social calendar.
- Work with the committee to identify which events have worked best in the past and also which annual social events must be included in the social calendar.
- The club is always looking to raise funds through social events, but first and foremost you need to ensure that social events are fun, provide good entertainment and a great social atmosphere to be around. (get them coming back and spreading the word for future events)
- Work with Coaches of to maximize player involvement in putting together and running events.
- Work with Sponsorship Manager to best utilize Sponsors products and services that may be used to host social events, provide food or beverages for events or provide gifts, give-aways or prizes that can be utilized at social events.
- Work with Marketing & Media Manager to maximise exposure to club members and the local community of upcoming social events.

Reports to:

- The Committee.
- President.

Qualifications:

- Can communicate effectively.
- Good at networking.
- Well organised, pleasant manner, patience, problem-solving ability, dependability.

Support:

The Committee will be available for questions and assistance.