



Tailgate Guys & PRE Event Resources | Project Manager

Tailgate Guys is growing, and we are looking for innovative self-starters that want to be a part of an organization that is helping reshape game day fan experience across the nation by helping fans Tailgate Better! If you have a passion for hospitality and customer service and want to work in a fast paced, results oriented environment where you can make an immediate and lasting impact, we want to hear from you.

Tailgate Guys is the leaders in pre-game hospitality, serving over 40 partners in collegiate and professional sports and hosting well over five hundred thousand fans each season. At Tailgate Guys, We Come To Serve our guests, partners, and team members. Apply now to be a part of one of the fastest growing teams in sports.

The Project Manager will be responsible for maintaining a high level of guest services while hitting all sales goals. Project Managers will manage Project Coordinators and interns in their area. Each Project Manager will report directly to the Senior Project Manager/ General Manager, as applicable.

The key duties for this position include the following and other duties as assigned:

- Sales:
 - Serve as the first point of contact for all inquiries
 - Discuss all sales information, availability and general information
 - Reservation processing
 - Attend sales meetings with potential clients
 - Manage accounts receivable
 - Process reservations in QuickBooks & SingleOps
 - Maintain accurate logs
- Production:
 - Assist with production/operational planning related to order of operations, labor plan, equipment installation and event execution
 - Quality control of on-site job execution, warehouse organization & inventory maintenance
- Management:
 - Manage all production budgeting
 - Labor procurement
- Inventory:
 - Assist with all warehousing systems/organization
 - Assist with all inventory maintenance schedules
 - Cycle counts of all inventory items



- Tailgate Guys Game Days:
 - Visit with clients to build relationships
 - Coordinate all catering operations
 - Ensure drop-off operations run smoothly
 - Assist Operations/Production Managers in organizing crew shifts and efficiencies
 - Manage the Tailgate Guys information tent, assist all hosts and hostesses, field questions from clients and potential clients
 - Assist in all post-game bellhop activities
- Travel to and assist other Tailgate Guys operations as needed.