



Tailgate Guys & PRE Event Resources | Project Coordinator

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.

This position reports directly to the Project Manager

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

- Sales
 - Serves as one of the points of contact for all inquiries
 - Main point of contact for all client pick up orders
 - Discuss all sales information, availability and general information with current and potential guests
 - Attend sales and coordination meetings with potential clients and Project Manager
 - Growth of PRE Events client base through community relations and networking
 - Work company promotional events, such as bridal shows, career fairs and other sales events
- Operations
 - Assist in Event Process Management of invoicing and document control, including but not limited to rental agreements, work orders, layouts, estimates and invoices
 - Linen ordering and processing - ensuring accurate orders & deliveries when needed
 - Administrative Duties Δincluding checking all PRE voicemails, create coordination meeting agenda & writing thank you notes and send surveys
 - Communication with Production
 - Quality control for all event setups
- Public Relations & Communication



- Assist in all written communication with Clients
- Attend community functions with local management
- Tailgate Guys Game Days (Based on Need)
 - Visit with clients to build relationships
 - Assist with the Tailgate Guys welcome tent on game day
 - Fielding questions from clients and potential clients (information on Tailgate Guys, season and individual game availability, contact request log, and assistance in tent location)