



**Director of Promotions/ Office Manager**  
Medicine Hat Mavericks

*The Medicine Hat Mavericks are part of the WMBL, Canada's preeminent summer college baseball league. The WMBL consists of 11 teams from the Western Canadian prairies. The Mavericks season runs from the end of May (approx May 26<sup>th</sup>) to August 16<sup>th</sup>. Medicine Hat (60,000 population) boasts all big city amenities, with a small town feel. Our fan base averages between 700 and 1300 fans per night, with the Mavericks being 'the hot ticket' for summer entertainment.*

**Job Summary:** This job requires a dynamic, professional and creative leader with a passion for sports entertainment. Must be able to work independently and excel in front of large crowds! The Director of Promotions/ Office Manager provides between inning entertainment during Mavericks home games and promotes the Mavericks in the community by attending various engagements. This person will also have the skill set to manage the day to day operations of the Mavericks office and act as an assistant to the General Manager.

*Great job experience for students in Business, Communications, Sports Admin, or Management programs!!*

**Responsibilities:**

- Be 'The Face' of the Mavericks for business and game day operations in the community and at the ball park.
- Communicate with staff, fans, host families and Maverick players
- Prepare/ manage client lists (season ticket holders, youth camps, mini-mavericks, etc)
- Act as a liaison between the Mavericks and the media
- Update game day program (ie. Daily stats, player profiles)
- Update team website/ social media
- Manage Mavericks special events
- Organize Patio Party Packages
- Create, develop, execute relevant between inning promotions (i.e. organize, props, prizes) for between inning contests.
- Communicate with sponsors to deliver relevant sponsorship elements (i.e. Game Day Sponsorships, tickets, between inning promotions, giveaways, etc)
- Communicate with Little League liaison to book Baseball Buddies for each Mavericks home game
- Organize & attend player appearances in community. (Ex. school engagements, attend sponsored events--approximately (10) ten appearances per season.)
- Prepare game script for each Mavericks home game for the 2012 season
- Be comfortable handling sales calls during down time

**Reports to:** General Manager

**Work Schedule:** April (flexible) – August 15

**Salary:** \$5, 500 for season & living accomodation

**Minimum Requirements:**

- Proficiency in basic computer applications (Word® & Excel®)
- Must be able to work independently but also take direction in a fast paced & deadline focused atmosphere.

Email resume & cover letter to: [office@themavericks.ca](mailto:office@themavericks.ca)  
Subject: Office Manager/ Director of Promotions Position  
For additional information on our program go to: [www.themavericks.ca](http://www.themavericks.ca)



*Athletic Park – (1, 300 Fans 'Pack the Park' Promo)*



*Mike Mueller-2011 Season 8-0 Reg Season, 2-0 Play-off*



*CJ DeDeaux – 2011 Season All-Star Catcher*



*2011 Medicine Hat Mavericks – 34-15 record, 2<sup>nd</sup> round playoffs*



*Sound Fundamentals Make the Difference*



*Support the Community-Heart & Stroke Home Run Derby*