

BAYLOR[®]

SPORT MANAGEMENT

Graduate Assistant in Event Management



The Greater Waco Sports Commission was founded in 2015 and was born out of the passion and vision of community leaders to serve the economic development and city growth plus health and wellness. Throughout its 7-year history, the GWSC has grown and recruited numerous new events to Waco such as NJCAA Championships, TAPPS and UIL Championships, Spartan Races, and many more events. Most notably, the GWSC secured the IRONMAN for the next 6 years in Waco.

As a 501c3 entity, we play a key leadership role by spurring innovation and supporting business growth whether it is event production that brings foot traffic to the downtown businesses or connecting like-minded businesses and synergizing resources.

Our city has been on an exciting upward trajectory with national attention.

Vision: The Greater Waco area will realize its incredible potential – due to its community spirit, location, climate, rivers and lake, beautiful parks, and premiere facilities – as the preferred venue for amateur sports in Texas.

Mission: The Greater Waco Sports Commission identifies and attracts new sporting events while enhancing and retaining existing events to generate positive economic impact and enhance the quality of life for residents in McLennan County.

Statement of Purpose: The Greater Waco Sports Commission identifies and attracts new sports events while enhancing and retaining events. By contributing to the culture of fitness, competition, healthy living, and local economy, we believe the GWSC will have a positive impact on the community.

Job Title: Graduate Assistant in Event Management

Reports to: Rachel Sarmiento

Location: Greater Waco Chamber (office) – 101 S. 3rd Waco and various locations on-site within McLennan County (event venues)

General Expectations:

- Work diligently and professionally
- Meet established deadlines
- Communicate regularly on your progress on assigned tasks
- Report for work on time and in the appropriate professional attire

Knowledge, Skills, and Abilities:

- Client-facing and customer service expertise, including effective and professional oral and written communication, as well as confident interpersonal interaction
- Knowledge of event scheduling methods, facility use agreements, and event planning process
- Ability to make quick, rational decisions

Expected Job Duties:

- Operations: Assist GWSC Staff with production needs, planning, and executing sporting events
- Administrative: Create, source, and assist with the distribution of marketing materials, equipment, and merchandise as needed
- Communication: Manage social media channels and website content (calendar of events, event photos, inquiries, etc.)
- Projected 20-29 hours per week. Evenings and weekends as needed on limited event weekends
- Compensation based on experience would range from \$12-15/hour
- Other duties as assigned

Opportunity to:

- Be exposed to local public and private organizations/community groups
- Make an impact in a city and community that is on the verge of many large-scale programs and projects
- Learn and grow professionally by being intimately involved in large-scale projects (IRONMAN Races, Facility Development Committees, Tournaments, GWSC Board Meetings, Sponsorship Sales, etc.)
- Continue to develop the working culture at the GWSC- work hard / play hard



Baylor University

SCHOOL OF EDUCATION

SPORT MANAGEMENT GRADUATE PROGRAM

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