



Kentucky High School Athletic Association
Vacancy Announcement for the position of
Event Management Specialist

DEADLINE FOR SUBMISSION OF RESUMES AND COVER LETTER FOR CONSIDERATION: JUNE 21, 2018

The Kentucky High School Athletic Association is accepting applications for the position of Event Management Specialist. This is a new, entry level position for the KHSAA with focused duties primarily around the championships conducted by the Association.

RESPONSIBILITIES OF THE POSITION

- Work directly for the Commissioner of the Association as well as assisting the Associate Commissioner, Assistant Commissioners and other members of the staff.
- Page layout for all KHSAA instructions related to managing the district, region, semi-state and state championship events to include directives for managers, participating teams, workers and officials, including all aspects of design and mechanical production.
- Compilation of material and records related to the site selections and seeding plans of all district and region tournaments in all championships.
- Contact with and logistical arrangements for contest officials and workers at all KHSAA state championship events, including compensation and attendance records, in collaboration with assigned Executive Staff supervisors for that event.
- Facilitate the transportation of the equipment needed for championship events including driving rental trucks up to 24 feet in length.
- Assist as necessary with other association publications.
- Assist as necessary with the continued monitoring, development and implementation of expanded strategies for the use of social media to promote the KHSAA and its activities and events.
- Assist as necessary with the maintenance of information on KHSAA website (www.khsaa.org).
- Assist as necessary with the entry of contest results on KHSAA/Riherds scoreboard.
- Assist appropriate executive staff personnel at each of the KHSAA championship events as directed by that staff member or the Commissioner.
- Other duties as may be assigned by the Commissioner or detailed in an expanded job description upon employment.

QUALIFICATIONS (REQUIRED)

- A completed four-year college degree, with a preference for Business Administration, Sports/Athletics Administration, Education, Educational Administration or another field closely related to the activities of the KHSAA.
- Professional experience commensurate with job responsibilities.
- Computer competency and experience using Microsoft Office®.
- Accurate attention to detail in the completion of projects and meeting deadlines.
- Ability to adjust and adapt to a multi-tasking, rapidly changing organization expanding its past operations, mission and purpose.
- Ability and desire for statewide travel that frequently extends beyond the work day.
- Effective communication and organizational skills necessary for working with the Association membership and the ability to collaborate with other staff members in a professional manner.

EXPERIENCES TO BE DETAILED IF AVAILABLE (PREFERRED BUT NOT REQUIRED)

- A background in sports information is highly desired.
- Previous experience driving large vehicles.
- Publications, radio, television, media, public speaking and public/community relations experience.
- Comprehensive understanding of social media and its use in promotions and its value in the business world today.
- Background in education; high school or collegiate administrative experience, particularly in athletics.
- Computer competency and experience using desktop publishing software (experience with Adobe InDesign® is preferred).
- Computer competency and experience using the Google Apps product suite.
- Experience maintaining a web site or web site information.
- Comprehensive awareness of sports statistics and records concepts, including verification of performances.

TERMS, SALARY AND BENEFITS

- The office of the Association is located in Lexington, Kentucky.

- This is a full-time position, exempt from Federal and State wage and hour laws and not entitled to overtime pay.
- Significant hours of work beyond the typical work day should be anticipated due to event schedules.
- Significant travel on weekends is required.
- The successful candidate will qualify for membership in the Kentucky Teachers Retirement System (KTRS) and shall follow the hiring guidelines of background and criminal records check as required by the Kentucky Department of Education.
- Due to currently contracted employees, the KHSAA may not hire a re-employed KTRS retiree working under the provisions and limitations of the Daily Wage Threshold at this time.
- Salary is set by the Board of Control with an adopted salary schedule, and such schedule is commensurate with experience.
- Applicants are given 1:1 credit for service time within KTRS/KERS and experience directly related to the tasks expected of the successful applicant.
- Other professional experience will be reviewed before determination of service credit for application to the salary schedule.
- Benefits for this position currently include fully paid individual health insurance, KTRS full match, social security and medicare withholdings and full match, and annual paid sick and vacation leave including the accrual of unused sick leave with limitations subject to KTRS statutes and regulations.

APPLICATION PROCEDURES

- Interested applicants should submit a resume and answer specific questions via the online application at the URL below.
- References may be listed on the resume or included as application comments and the online application presents an opportunity for the submission of reference letters.
- Applications may be submitted electronically through the KHSAA website at <https://khsaa.org/ge85-application-for-khsaa-executive-staff-position/>.
- Specific questions not detailed in this announcement may be directed via email to staffopenings@khsaa.org. Applications may only be submitted via the online form.
- All references should contain contact information including day, night and cell (if available) phone numbers, and email addresses.
- Within the application, candidates should detail specific experience participating in, officiating or coaching sports or sport activities.
- It is desired that employment starts not later than August 1, 2018. However, the start date for the successful candidate will be negotiable upon selection.
- The Kentucky High School Athletic Association does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as outlined in Title IX and Title VI, and in Section 504 and is an Equal Opportunity Employer.

ABOUT THE KHSAA

- The Kentucky High School Athletic Association was organized in 1917 and is the agency designated by the Kentucky Department of Education to manage high school athletics in the Commonwealth under 702 KAR 7:065 as empowered by KRS 156.070.
- The Association is a voluntary nonprofit 501 3(c) organization made up of 280 member schools both public and private. The KHSAA conducts 50 state championships in 19 sports and sport-activities, licenses and supports training for over 4,000 officials, provides catastrophic insurance for its member school student-athletes as well as overseeing coaching education and sports safety programs and conducting leadership enhancement programs for interscholastic student-athletes.
- The Association office is located at 2280 Executive Drive in Lexington, KY (40505). More background information can be found about the KHSAA by visiting the KHSAA web site at www.khsaa.org.

The Vision of the KHSAA is to provide diverse and equitable opportunities for all students to enjoy the privilege of participation in school and education-based sports or sport-activities as part of the educational experience to teach and hone life skills, learn perspective, have fun and develop character.

The Mission of the KHSAA is to provide governance and leadership in order to regulate and progressively administer the highest quality interscholastic athletic sports and sport-activities in an efficient manner, and promote the values of participation for all involved in education-based athletics and school-based sports. The KHSAA will work collaboratively with its member schools to recognize and promote the primary focus of high school academic success and college and career readiness for the student participants, risk minimization for all participants in the programs, and ensure the efficient administration of the education-based athletic program in the schools.