

Job Description

Position Title: Events Team Leader
Department: Events Team
Location: Walnut, CA
Reports to: Events Team Manager

FLSA Status: Non-Exempt
Date Last Modified: May 19, 2021
Current Incumbent(s):

General Position Summary

This position is responsible for leading the Events Team to provide enjoyment to our community by organizing events of our Trading Card Game brands.

Essential Job Functions

Primary Duties

- Leading the Events Team to plan, organize, promote, and execute events, mainly tournaments of our Trading Card Game brands in order to provide enjoyment to our community
- Overseeing marketing of the events to ensure it receives sufficient exposure, such as marketing through the website, social media, and streaming
- Managing the tasks, responsibilities, and schedules of the team
- Liaising with other internal teams as well as external parties
- Overseeing the design and production of items necessary to run events
- Coming up with new initiatives to engage and entertain the community
- Evaluating and guiding other team members
- Assist other team's projects when necessary, such as operating conventions, packing and shipping out items to stores

Qualifications

Education Experience

- Bachelor's degree (B.A.) from four-year College or university; or equivalent combination of education and experience

Work Experience

- Experience in supervision or management role required

Supervisory Responsibilities

- Yes

Certificates / Licenses

- Driver's license

Preferred Characteristics

- Strong team player with excellent interpersonal and communication skills
- Excellent at managing tasks, schedules, and multi-tasking
- Curious and eager to learn new things
- Experience in a leadership role
- Experience in trading card games and participation in events

Desired Skills / Experience

- Experience in playing Bushiroad TCGs
- Experience in organizing and running events

- Experience in video shooting, editing, and streaming
- Japanese and/or Spanish language skills
- Proficient in Adobe Photoshop and Illustrator

Work Environment & Physical Demands

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this position.

Work Environment:	Office, Various Convention Centers, and Hotel Ballrooms
Noise Levels:	Moderate

Tools & Equipment

- General office equipment including phones, fax, copier, personal computer, printer, scanner, etc.
- Software includes the use of Windows operating system and MS Office suite.

Work Schedule

The following work schedule requirement is required of the into this position.

Work schedule on weekend and holidays:	Yes, Frequently
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Travel & Driving Requirements

The following travel and driving requirements are required of the incumbent into this position.

Local Travel:	Yes, Frequently
Domestic Overnight Travel:	Yes, Frequently
International Travel:	Yes, Occasionally
Vehicle driving requirements:	Automobile
Driving Safety Requirements:	Observe speed limits and obey all road signs, as well as keep driving records (i.e., mileage and gas receipts).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully carry out the essential job functions of this position.

Physical Demands:											
Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs.			X			Reach over shoulder			X		
11 - 20 lbs.			X			Reach over head			X		
21 - 50 lbs.			X			Reach outward			X		
51 - 100 lbs.		X				Climb		X			
Over 100 lbs.		X				Crawl		X			
						Kneel			X		
Pushing/Pulling	N	R	O	F	C	Squat			X		
Under 10 lbs.			X			Sit				X	
11 - 20 lbs.			X			Walk – Normal Surface				X	
21 - 50 lbs.			X			Walk – Uneven Surface			X		
51 - 100 lbs.		X				Walk – Slippery Surface		X			
Over 100 lbs.		X				Stand				X	
						Bend			X		

Driving	N	R	O	F	C						
Automatic Trans.			X			Vision Requirements	N	R	O	F	C
Manual Trans.		X				Close vision - 20 inches or less					X
						Distance vision – 20 feet or more				X	
Other	N	R	O	F	C	Color vision – identify & distinguish colors				X	
Keyboard/Ten Key					X	Peripheral vision		X			
Fingering (fine dexterity)				X		Depth perception		X			
Handling (grasp, hold)		X				Ability to adjust focus				X	
Repetitive Motion – hands			X			<i>Key (based on typical workweek):</i> <i>N – Never</i> <i>R – Rarely (Less than 1 hour/week)</i> <i>O – Occasional (1% - 1/3rd of time)</i> <i>F – Frequently (more than 1/3rd & up to 2/3rd of time)</i> <i>C – Constantly (more than 2/3rd of time)</i>					

The above job description identifies the essential job functions and skills needed by the person or persons assigned to this position. These job functions and skills are not intended to be a complete and exhaustive list of all responsibilities, duties and skills required. The information contained herein is subject to change at the company's discretion.