

Event and Game Operations Assistant Director

Job Code: 8292

Salary Grade: S07

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for managing and overseeing all aspects of internal and external events within the Athletics Department, this role serves as the primary event manager for assigned sports. Coordinates logistics, staffing, and facility needs to ensure seamless event execution. They collaborate closely with coaches, staff, visiting teams, patrons, and external partners to maintain effective communication and deliver high-quality event experiences. Additional responsibilities include assisting with Conference and NCAA post-season championships, managing facility rentals, drafting event management policies and procedures, and ensuring compliance with all relevant regulations.

- Serves as the onsite manager for internal and external events, overseeing the scheduling and monitoring of activities held in athletic facilities.
- Oversees facility rental contract execution, procurement processes, and financial reviews.
- Assists in planning and executing conferences and NCAA postseason championships
- Assists with the planning and execution of Conference and NCAA post-season events.
- Maintains policies, procedures, manuals, reports, correspondence, and documentation related to event management data and services.
- Facilitates professional correspondence with internal and external constituents related to event operations.
- Coordinates setup and teardown of event equipment and facility arrangements to meet event requirements.
- Develops and implements staffing and operational plans to ensure smooth event execution.
- Responds to phone calls and other inquiries, addressing questions and concerns regarding events promptly.
- Ensures compliance with all department, university, conference, and NCAA rules and regulations during event operations.
- Obtains and manages necessary permits, ensuring compliance with all relevant regulations
- Performs other duties as assigned

Minimum Qualifications

Education:

- Bachelor's degree

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- 1 years of related experience in event management, sports operations, or a related field

Certifications or Licenses:

- Valid Driver's License

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Experience planning and coordinating public events
- Proficient with facility and event scheduling software
- Ability to manage multiple projects simultaneously while remaining accessible and approachable
- Excellent internal and external customer service skills to align events with departmental goals
- Goal- and task-oriented with strong follow-through
- Skilled in on-the-spot decision making and problem solving
- Highly organized with strong attention to detail
- Professional communication skills with administrators, coaches, staff, and students
- Experienced in negotiating and collaborating with external partners
- Clear and direct communication style; able to provide specific directions in fast-paced environments
- Strong written and verbal reporting skills for project evaluation and documentation

Working Conditions



JOB DESCRIPTION

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- Frequent onsite presence required during events, including evenings, weekends, and holidays, based on the event schedule
- Ability to work nights, weekends, and some holidays regularly
- Work primarily takes place in athletic facilities and event venues, with potential exposure to varying weather conditions for outdoor events
- Involves physical activity such as setting up and tearing down event equipment, requiring the ability to lift 15-50 lbs. and stand for extended periods
- Requires repetitive motions, effective communication, and the ability to drive
- Collaboration with multiple departments and external stakeholders in a fast-paced environment demands strong communication skills and adaptability
- Occasional travel may be required

Printed Date: 08/27/2026