



USA Basketball Tour Coordinator

Showtime Basketball are a licensed travel agent who aim to continue to be the industry leader in providing unique sporting experiences for athletes across the globe. Our team of innovators specialise in creating tailored tour packages perfectly suited to the needs of our clients. Our team utilise the latest technology to ensuring each tour is the ultimate basketball experience. Our range of clients include club and school teams from across Australia and college basketball teams from the USA (include Creighton University, Oklahoma State University and Yale University).

Position Overview

Showtime Basketball are looking to add an experienced 'basketball' person to our growing team, we need a hoops junkie with first-class account management and computer skills to help us manage our growing list of clients across the globe.

Our flexible work arrangements are ideal for anybody coaching, playing, managing at a school or club level the role could fit in around your other basketball commitments. The role will suit somebody who is an innovative thinker and can work independently, you will be liaising with clients on a daily basis, sourcing and managing their tour needs, liaising with basketball coaches in the USA, managing social media platforms and developing and maintaining our detailed information in our systems and databases.

If you have experience within the basketball community, have travelled to the USA and a highly skilled on a computer you are what we are looking for!!

Essential Skills and Experience

- Ability to manage multiple projects at a time and manage time efficiently
- Ability to work independently as well as part of a team
- Non-playing experience in basketball – i.e. coaching, team manager, administration, etc
- Able to work flexible hours
- Moderate level of experience in using cloud software applications
- Excellent written and verbal communication skills
- Australian permanent resident or Australian citizen
- Australian Driver's License
- National Police Check (or willing to undertake before starting employment)

Desirable Skills and Experience

- High level of experience with multiple cloud software applications
- Moderate level of expertise using Office 365
- Experience in developing and managing social media platforms
- Moderate level of expertise in Website design/management





USA Basketball Tour Coordinator

Hours and Term

- 0.6 to 1.0 FTE – dependent upon the successful candidate
- 25 to 37.5 hours per week
- Hours maybe averaged over a six-week period.
- Position will be an initial 12-month contract with an opportunity to extend

Location

- Flexible – majority of role can be performed remotely
- Must be available for six to twelve meetings in Melbourne annually

Salary

- Competitive package dependent on qualifications and experience
- Potential for bonuses based on achievable targets

Selection Criteria

From the applications received a small number of candidates will be selected for an interview based on their fulfillment of the above listed skills and experiences. Unsuccessful applicants will be informed via email.

How to Apply

Complete the form at the link – [HERE](#)

Applications close 5pm on Friday 12th May 2023.

Applications sent via email WILL NOT be considered.

