



Position Description

Job title	USA Basketball Tour Coordinator
Reports to	Director of Showtime Basketball
Salary	Negotiable
Hours	0.6 to 1.0 FTE – dependent upon the successful candidate 25 to 40 Hours per week
Term	12-month contract
Location	Flexible Potential for interstate and international travel

Job purpose

Manage Showtime Basketball's current Australian based clientele and their needs for traveling on basketball tours to the USA. The role also encompasses coordinating competition schedules for clientele across the USA, whilst maintaining Showtime's internal databases and systems to enable our us to continue to deliver market-leading products to our clients.

Specialised Knowledge, Skills, Abilities

- Extensive experience in basketball – non-playing experience is essential, experience can include but is not limited to coaching, team manager and administration positions (paid or volunteer)
- Excellent verbal communication skills and demonstrated ability to present to small and large groups
- Thorough knowledge of the USA basketball systems including high schools, tertiary institutions and athletic clubs
- Strong interpersonal skills and the ability to build and maintain client and staff relationships
- Ability to take initiative and independently plan, organise, coordinate and perform work as required with minimal or no supervision
- Moderate experience in using multiple cloud software applications (Dropbox, Streak, AirTable, Travefy)
- Moderate experience building and maintaining social media mediums
- Moderate level of expertise in Website design/management (desirable)
- Tertiary qualification in sports administration or tourism (desirable, not essential)

Accreditations and requirements

- Australian permanent resident or Australian citizen
- Australian Driver's License
- National Police Check (or willing to undertake before starting employment)





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Expectations of the Position

- Willingness to perform some tasks (attend meetings, attend events, etc) after hours - evenings and weekends)
- Readiness to work 8 to 12 hours between 10pm and 7am (US business hours) during peak periods

Duties and responsibilities

Key duties and responsibilities include but are not limited to the following:

Tasks	Estimated % of Time
1. Competition scheduling <ul style="list-style-type: none"> • Source suitable games for tour groups in the USA • Source required information for all games • Provide required details to all scheduled games • Coordinate homestay experiences with scheduled schools • Complete required sanctioning with all required bodies 	20%
2. Client Communication <ul style="list-style-type: none"> • Update information to provide to clients • Distribute and manage tour information with clients – i.e. rooming lists, playing rosters, apparel sizing, passport information • Update tour documentation • Liaise with clients regarding their tour options – flight times, hotel locations, competition, sightseeing excursions • Create and manage itineraries 	30%
3. Marketing and Promotions <ul style="list-style-type: none"> • Management of social media mediums • Design and management of websites 	10%
4. Systems and Database Management <ul style="list-style-type: none"> • Maintain database of high school basketball contacts across the USA • Create and develop mailing lists of high school basketball contacts across the USA • Maintain database of suitable suppliers • Maintain database of potential clientele within Australia and the USA • Monitor and regularly update USA Basketball Torus online systems and portals 	30%
5. Administration and Other Services <ul style="list-style-type: none"> • Manage tasks to be completed by other members of Showtime staff • Administrative duties, ancillary to the key duties outlined above, as directed from time to time • Other duties and responsibilities related to the position, as directed • Potential to act as tour guide for US tour groups in Australia 	10%

