

Event Coordinator (Part-Time, Remote)**Company:** Spades Bowl LLC**Location:** Primarily remote with on-site requirements**Compensation:** \$20.00 per hour + Revenue Bonus**About Us**

Spades Bowl is the world's first syndicated Spades league taking place on an annual basis where the best Spades players from across the country compete for the ultimate Spades Bowl title belts and a large cash prize each year. Each season specific regions will be selected to host a Spades Bowl Regional tournament circuit for that calendar year. The winner of each Regional Qualifier Tournament will receive an automatic placement in the Regional Finals Tournament to determine which team will represent the region in the Spades Bowl Finals Tournament.

Position Overview

We are seeking a detail-oriented and proactive Event Coordinator to join our team. This contract based role is perfect for an individual with a passion for creating memorable events, managing logistics, and building relationships. The Event Coordinator will help oversee all aspects of tournament planning and execution ensuring high-quality experiences from start to finish. You will work closely with local and internal teams, vendors, and partners to deliver events that exceed expectations. This position requires excellent organizational skills, creative problem-solving, and the ability to thrive under pressure. **A passion for the Game of Spades and a strong understanding of its rules, strategies, and culture are essential.**

Responsibilities

- Help oversee tournaments from conception through post-event, managing on-site preparations, execution, and event breakdown, ensuring consistent, high-level service throughout all phases
- Coordinate with internal teams, vendors, and venues to meet event goals and requirements.
- Build and maintain strong relationships with vendors, venues, and industry professionals.
- Troubleshoot and handle any issues that arise on the event day
- Manage marketing assets
- Comply with legal, insurance, health, and safety regulations at all times

Qualifications

- **Deep knowledge of and enthusiasm for the Game of Spades**, with the ability to enforce official rules during tournament play.
- Excellent communication and interpersonal skills, with a focus on building relationships with stakeholders and vendors.
- Ability to troubleshoot and solve problems under pressure.
- Willingness to learn and adapt, with a proactive approach to tasks
- Previous experience in event planning or similar role is desired but not required

What We Offer

- Opportunities for professional growth in a dynamic and creative environment.
- A collaborative team culture that values innovation and excellence.
- Flexibility and high growth potential
- Opportunity to earn bonus' based on event success and revenue generated.
- Supportive team and a chance to work with a brand rooted in community and culture

To Apply

If you're ready to join a passionate team and dive into the world of Spades tournaments, please submit your resume along with a brief cover letter highlighting your interest in Spades Bowl, your knowledge of Spades, and what makes you an ideal fit for this role to info@spadesbowl.com