

**Position Title:** Merchandise & Operations Manager  
**Location:** Louisville, KY  
**Job Type:** Full-Time, Salary

## COMPANY BACKGROUND

Athletix Sports Group is a national producer and director of baseball and girls fastpitch softball events, as well as a media company. Athletix maintains offices in Louisville, KY (headquarters), Naperville, IL and Carmel, IN and currently produces 600+ team events and 50+ individual player events all over the U.S. through its subsidiary brands: Youth Baseball Nationals, Youth Softball Nationals, Baseball Youth, Softball Youth, Game Day USA, New Year's BaseballFest, Youth World Series, VERSUS Tournaments, TravelBall Select, Pastime Tournaments and Mid-America Baseball. These events reach nearly 12,500 teams, 165,500 players, 35,000 coaches and more than 367,000 fans annually. Athletix and its brands have a total social media reach of over 700,000 followers.

## POSITION DESCRIPTION

Athletix has an immediate opening for a Merchandise & Operations Manager. We're looking for someone who can lead the charge with the full details of ordering and preparing all apparel for events, the online store, and other Events & Operations duties as needed. Additionally, this position will maintain the merchandise warehouse while coordinating and training all fan shop staff for events. Organization and attention to detail is very important, as well as the ability to adapt to our fast-paced environment. This position will report to the Director of Events and Operations.

## ESSENTIAL JOB FUNCTIONS

### Merchandise & Event Fan Shops:

- Determine which products to send to events, in addition to quantities and sizes
- Research new products and new companies for future purchasing
- Order all items as needed through appropriate vendors
- Pack and prepare all items for events
- Inventory all items as they return from events and track accordingly
- Work with graphic designer for new product looks
- Prepare and monitor cash needs for events
- Update and maintain Talech (software) for on site event needs
- Prepare all electronic devices for events

### On Site Event Fan Shops:

- Determine all fan shop layout needs and locations by event
- Find staff for all on site events
- Train all staff as needed
- Travel to events to oversee fan shop and other areas as needed

### Pre-Order Sales:

- Work with designer on all apparel designs
- Determine timeframe for selling with appropriate individuals
- Send all presale communication (emails, texts, etc.) and monitor accordingly
- Pull reports for team names and communicate to designer
- Pack and prepare all presale shirts prior to events

### Player Gear:

- Determine, order, and pack all player gear for events - including, but is not limited to:
- Champion Gear, Practice Shirts, Coaches Gear, and event specific player gear needs.
- Jerseys:
- Oversee and execute all Jersey needs for players as needed. This includes, but is not limited to:
- Ordering all jerseys, selling custom names to customers, working with secondary vendor on customization, and preparing all jerseys for events

### Online Store:

- Work with MPC on all printing, inventory, and online store needs
- Using the online store system, update all items, prices, graphics, etc. as needed
- Monitor online store inventory and re-print as needed
- Market the online store and communicate to customers
- Work with customers on questions and communication

### Budgets & Financial:

- Help create a budget for each fan shop location
- Product Analysis - determine price margins and which products bring in good profit
- Set prices for items to maximize products



11221 Plantside Drive  
Louisville, KY 40299  
(800) 559-2849  
athletix.com

**Warehouse & Inventory:**

- Keep warehouse organized and clean at all times
- Keep updated inventory to refer to at all times

**KNOWLEDGE, SKILLS AND ABILITIES**

- Strong professionalism
- Strong budgeting, organizational skills and attention to detail
- Excellent communication, active listening and problem resolution skills
- Initiative to resolve a situation, but also know when to include management
- Work cooperatively as a member of a team as well as independently within the scope of an assignment
- Maintain a customer-oriented approach, with a positive "can do" attitude
- Adapt to all internal company styles and multi-task in a fast-paced environment
- Ability to pay close attention to deadlines and adjust to our fast paced environment

**EDUCATION AND EXPERIENCE**

Bachelor's degree (B.A.) from four-year college with degree in Business, Sports Administration, Marketing or Management preferred; 1-2 years of related work experience or training preferred but not mandatory

**TECHNICAL SKILLS**

Microsoft Office, G Suite

**CONTACT**

**Serious inquiries only** - please send resume and cover letter to Chelsea Ancona, Director of Events & Operations at [cancona@athletix.com](mailto:cancona@athletix.com)