



GEORIGIA ATHLETIC HOSPITALITY JOB DESCRIPTION

Job Title:

Premium Seating Game Day Manager

Department:	Georgia Athletic Hospitality	Supervisor:	Director of Premium Seating
Location:	Athens, GA	Position Type:	Part-Time / Class Credit

Position Summary:

Game Day Managers provide operational support for the management of all premium seating spaces within the University of Georgia Athletic Association. This role assists the full-time premium seating staff in overseeing all aspects of game day operations in suites, hospitality clubs, and other premium areas.

Additionally, Game Day Managers support The Georgia Bulldog Club (TGBC) by assisting with the management of premium seating stakeholders and contributing to the preparation and execution of premium seating events.

This position is open to both undergraduate and postgraduate students and will run from **August 1st** through **December 31st**, with the opportunity to continue into additional sports seasons based on performance and availability. The role is primarily focused on events and game day operations.

Game Day Managers are **required to work ALL seven (7) UGA football home games**, as well as office and stadium hours during game weeks.

Responsibilities:

- Assist with all aspects of game day and special event operations in premium seating areas across all UGAAA venues.
- Manage assigned game day responsibilities, ensuring a seamless experience for premium guests.
- Organize and manage event supplies and materials for premium seating areas.
- Provide exceptional customer service, communicating with staff, donors, vendors, and other stakeholders via in-person interactions, phone, and radio.
- Assist with game day preparations, ensuring all premium seating areas are properly set up and operational.
- Support the operational management of UGAAA rental and special events as needed.
- Attend game day functions and represent The Georgia Bulldog Club (TGBC) at donor-related events.
- Perform other duties as assigned.

Requirements:

- Must be able to work nights, weekends, and all seven (7) UGA football home games.
- Ability to arrive at all UGAAA scheduled events and navigate UGAAA athletic facilities, including walking in confined spaces and amongst guests.
- Must be able to work outside with exposure to various temperatures and weather conditions.
- Ability to lift up to 15 pounds.
- Must possess a valid driver's license and be able to drive.

Skills & Qualifications:

- Strong customer service skills with an emphasis on conflict resolution and hospitality.
- Experience working in team-oriented environments with the ability to demonstrate strong leadership skills.
- Excellent written and verbal communication skills, with attention to detail and the ability to confidently communicate with donors and guests.
- Proficiency in Microsoft Office and the ability to stay organized in a fast-paced environment.
- Ability to train and lead game day support staff effectively.
- Problem-solving mindset, able to take initiative, set priorities, and remain flexible.
- Highly organized with the ability to manage multiple projects simultaneously.
- Ability to maintain confidentiality regarding university business and donor information.
- Ability to think creatively and receive constructive feedback.
- Strong interpersonal skills, with the ability to build relationships with key faculty, staff, and donors.
- Visual acuity is necessary to observe guests and premium areas, enforce policies, and address issues as they arise.