



A career opportunity exists at SPARK/School Specialty Physical Education & Wellness as **Tradeshaw Specialist**. SPARK serves the education marketplace by providing research-based physical education/activity curriculum, training, and equipment.

The goal of this position is to plan and organize special events such as conferences, conventions/tradeshows, sales presentations and SPARK Institutes. Responsibilities will include, but not limited to: negotiation of type and costs of services to be provided, organize the venue, consult with service providers, and coordinate staff.

Responsibilities (but not limited to) include:

- Negotiates type and costs of services to be provided within a budget
- Consults with management to make sure adequate staff members are rostered
- Organizes the venue and ensures it is appropriately set up with regard to seating and décor
- Consults with service providers such as caterers and transport companies
- Coordinates staff to ensure that the program of events occurs on time
- Collects and analyzes data on projects undertaken, and report on project outcomes
- Finds solutions to problems concerning services or programs provided, or the people affected
- Reviews and develops administrative systems and procedures
- Oversees work by contractors and reports on variations to work orders
- Manages offsite sales presentations, developing task lists and communicating on logistics, preparations, and follow through after each event
- Coordinates all aspects of yearly SPARK Institutes from conception to completion, including
- Exercises care within work environment to prevent injuries. Support and follow all company safety policies and procedures

Requirements:

- Bachelor's degree with 2-3 years experience in marketing and/or project management in a related field
- Education industry experience preferred
- Must have strong written and verbal communication skills
- Must be organized and able to manage multiple projects efficiently and timely
- Must possess the ability to work in a team environment under tight deadlines
- Word and Excel proficiency required

Position is located in San Diego, CA.

Application deadline: Friday, February 10<sup>th</sup> 5pmPST  
Please apply online at [www.schoolspecialty.com](http://www.schoolspecialty.com)

No phone calls please. All applicants offered a position must successfully complete a pre-employment drug test. Only applicants selected to interview will be contacted.  
Equal Opportunity Employer.