

Job description

Description of Position

Gamezenter ("GZ") is looking for an energetic and outward-going individual to take the role of Gamezenter's Marketing and Event Coordinator. The role will be responsible for communications, outreach, and events in the retail store, answering to the general manager.

Responsibilities

The position will engage in the following day-to-day responsibilities:

- Recruit, administer, communicate, and facilitate community-events in the GZ. "Community-events" being events run and managed by independent organizers that wish to run gaming events in the store
- Communication, coordination, and sales to clients with interest in renting our event rooms. This includes price-quoting, showcasing (such as giving tours), training on A/V equipment, coordination with vendors (such as catering or DJ's) and preparing event rooms for paid events
- Engage with publisher organized-play programs (such as the Wizards of the Coast WPN program and Legend Story Studios OP), to ensure the best possible visibility and attendance at GZ events
- Personally manage and run 5+ community events weekly during evening store house (6pm to 10pm).
- Facilitate communications and client setup for rentals of the GZ's private game rooms
- Answer customer-service communications related to the physical store and events (both in person and via our email-ticketing software)
- Responsible for planning, advertising, and facilitating the smooth running of major annual GZ events (such as Arkham Nights and KeyForge Celebration)
- Update social media accounts with fun facts, announcements, and product-showcases five days a week
- Use GZ news/blog to promote events, sales, new product arrivals and other announcements (as well as use our local email lists to do the same).
- Work behind the retail counter or on the sales floor to assist with store opening or closing, as needed.

Skills & Qualifications

The ideal candidate would have the following skills and other qualifications:

- A passion for hobby games and expansive knowledge of the anchor game categories (miniatures games, trading card games, roleplaying games, board games) and brands
- Understanding and personal experience with many of the hobby games online communities and news-outlets (websites, podcasts, youtubers, etc), and a deep-seated interest in following trends, developments, and upcoming products in the hobby-games industry, especially for key game categories and brands
- Organized and self-motivated
- Strong communicator both verbally and in writing
- Able to physically lift 50lbs+ repeatedly (primarily in moving and arranging tables, stages, and chairs in the event rooms).
- Experience with posting and contributing to social media platforms
- Energetic, friendly, and comfortable managing groups of players engaged in both competitive or friendly play
- Strong ability to learn and teach game rules
- Ability to work without supervision
- Strong sense of accountability
- Ability to work evenings five-days a week.

In addition to the responsibilities described above, all positions at Gamezenter are “hands on” and from time-to-time all staff will be expected to engage in a diverse range of projects and tasks, some tedious or menial, as may be necessary for the well-being and positive trajectory of the company. All positions at AWEbase adhere to the values of our parent, Strange Stars, LLC. (attached).

Job Type: Full-time

Salary: \$20.00 - \$24.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Employee discount
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Evening shift
- Monday to Friday
- Weekend availability

Ability to commute/relocate:

- Saint Paul, MN 55113: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Marketing: 1 year (Preferred)

Work Location: In person