

Job Title:	Manager, The Baseball Academy	Reporting To:	Board of Management – The Baseball Academy
Department/Group:	Events	Position Type:	Salary – Full Time
Location:	1, Herb Elliott Avenue (Building A) Sydney Olympic Park NSW 2127	Travel Required:	Yes
Level Salary Range:	TBC	Date of Contract:	TBC

1. Background

Sports Management Australia (SMA) is the country's premier sports company that specialises in managing a variety of sports camps, Australian events, venues and facilities as well as international sports tours!

Baseball NSW is the governing body for baseball in NSW.

In 2021, SMA took on the ownership of the Sydney Blue Sox – one of eight teams in the Australian Baseball League (ABL). The Baseball Academy, a joint initiative between Sydney Blue Sox and Baseball NSW, provides the necessary opportunities and environment to ensure each individual athlete has the greatest possible chance to be the best baseball player they can be.

2. Position Purpose

Lead the coordination, delivery and growth of the Baseball Academy across NSW.

3. Key Relationships

- a. Internal:
Sydney Blue Sox administration staff, Sydney Blue Sox players, Sydney Blue Sox coaching staff, Baseball NSW staff
- b. External:
Baseball Australia, ABL Teams, Venues/Clubs, Volunteers, Coaches, Local Government Authorities, Parents, Athletes, Delivery Partners

4. Key Responsibilities

Leadership & Program Growth

- Design and implement all components of the Academy program
- Monitor and assess the performance of all coaching staff, and specialised delivery partners on a regular basis.
- Monitor and assess the progression of all participants within the program
- Manage overall budget / finances for the Academy
- Establish a strategy in conjunction with Management to grow participation in all aspects of the Academy, with specific targets



Program & Delivery

- Source appropriate venues / locations and negotiate hire agreements/rates
- Source, secure and allocate appropriate coaching staff
- Source, secure and allocate appropriate equipment
- Organise Academy apparel for staff and students
- Work with the admin team to ensure processes are in place for payments and registration
- Organise annual calendar of events that include and not limited to, tours, school visits, club engagement and player appearances
- Be able to coach within the Academy that would include camps, programs and clinics (minimum 10 hours a week)
- Be able to travel if required on international tours and showcases.
- Manage Academy promotional days

Stakeholder Engagement

- Manage overall communication to all key stakeholders
- Be the main point of contact for all program enquiries
- Work in close collaboration with Baseball NSW and other state academy personnel on the pathway and other relevant player programs
- Work closely with the marketing team to promote and build exposure for the Academy
- Ensure website is up to date with all the relevant information
- Maintain a close working relationship with Director of Baseball Operations to ensure cooperation and involvement of current Blue Sox players where possible.

Other duties as requested or required by Management

- Any other duties that may be reasonably required from time to time

5. Experience and Qualifications**Experience & Qualifications:**

- Sports Management or Business degree, or similar (desirable)
- Minimum level Sydney State Baseball League participation
- Relevant coaching qualifications, or willingness to complete
- First Aid
- Working with Children Check

Knowledge & Skills:

- Ability to work autonomously with minimum supervision
- Strong interpersonal skills with a customer service focus
- Effective written and verbal communication skills
- Dynamic, energetic, and a team player
- High level organisational skills and attention to detail
- Be a positive role model
- Ability to be flexible with working hours – afternoons, weeknights, weekends and event periods



Reviewed By:	Chief Executive Officer	Date:	7 December 2021
Approved By:	Chief Executive Officer	Date:	7 December 2021
Last Updated By:	General Manager	Date:	7 December
Commencement:	10 January 2022	Hours:	TBC

Employee's Name:

Chief Executive Officer Name:

Employee's Signature:

Chief Executive Office Signature:

Date: _____

Date: _____

