

**Role:** Account Manager – Hospitality and Experiences, Global Motorsports

**Reports To:** Vice President, Sports & Event Marketing, Global Motorsports

## The Specialized Marketing Group, Inc.

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- **Who we are:** The Specialized Marketing Group, Inc. (TSMGI) – a global marketing agency specializing in sports, events, and promotional products that bring brands to life.
- **What we do:** We create innovative programs that grab attention, spark conversations, and help brands stand out in a big way.
- **Our approach:** We offer the best of both worlds – the personalized attention of a small business combined with the big ideas and capabilities of a larger agency.
- **Founded:** Since 2000, we've been working with some of the biggest names, including Fortune 500 companies and market leaders.
- **Recognition:** Proud to be named a "Top 200" agency by Chief Marketer Magazine every year since 2008.
- **Where we're located:** Our main office is in Deerfield, IL, just north of Chicago, with teams in Milwaukee, WI; NYC, New York; Lexington, KY; Charlotte, NC; Denver, CO; and Madrid, Spain.
- **Stay connected:** Follow us on Instagram, Twitter, and LinkedIn @TSMGI.
- **Want to learn more?** Visit us at [www.TSMGI.com](http://www.TSMGI.com).

## The Account Manager – Hospitality and Experiences, Global Motorsports Role

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We're looking for an Account Manager, Hospitality and Experiences to join our Sports & Event Marketing team. This person is a highly polished, experienced professional with a track record managing client hospitality for high-profile sponsorship programs on behalf of an agency or brand. This role focuses on strategic planning and execution of hospitality and experiences for our client's sponsorship within Formula 1.

Formula 1 related hospitality will include overall planning, client communications and on-site execution inclusive of ticket / credentials, hotels, local ground transportation, and related events on Formula 1 race weekends.

Our preference is for this position to be based in our Deerfield, IL HQ (Chicago suburb). We are also open to candidates based in the NYC area. Travel will include a meaningful mix of domestic and international trips aligned to the F1 and client activation calendar which will include weekends.

### Why you'll love this role:

- **New and exciting opportunity:** Be part of a newly created account team at a fast-growing global sports marketing agency with plenty of room for growth.
- **Career development:** We believe in promoting from within, making this a great place to grow your career.
- **Unique industry:** Work in a dynamic business that combines marketing, sports, experiential events, and promotions.
- **Collaborative team:** Join a close-knit team that thrives on camaraderie and teamwork.
- **Great culture:** Enjoy being part of a company with long employee tenure, a strong sense of belonging, and delivering great work for our clients.
- **Work-life balance:** Benefit from a hybrid work schedule that offers flexibility for a better work-life balance.
- **Comprehensive benefits:** We offer great benefits like medical, dental, vision, life insurance, a 401(k), PTO, and more.

## Key Responsibilities

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### What you'll do as a Account Manager, Hospitality and Experiences :

- **Manage hospitality assets:** Lead the planning and on-site execution of race event related assets which may include tickets / credentials, hospitality passes, local hotel room blocks, local ground transportation, etc during Formula 1 race weekends around the world.
- **Lead client hospitality communications:** Work with client stakeholders to present options, educate attendees, respond to inquires and proactively communicate with attendees throughout a race event weekend.
- **Establish request & fulfillment processes:** Develop the processes, and manage the systems, to receive client hospitality requests, obtain internal approvals, and communicate / distribute authorized hospitality assets.
- **Work closely with vendor partners to drive success:** Build successful working relationships with vendor-partners, while negotiating the best business terms in the areas of hotel rooming contract and local transportation, among others.
- **Utilize expertise to drive best practices:** As a meeting, event and hospitality professional, utilize your industry knowledge and expertise to implement best practices for the benefit of our client and the agency.
- **Understand the client's business and goals:** Support the development of hospitality strategies that optimize the use of sponsored rights and benefits for maximize value.
- **Translate vision into action:** Develop unique, creative program ideas and activation tactics that align with client needs.
- **Build strong relationships with sponsored properties:** Liaise with partners to ensure effective communication and collaboration.
- **Teamwork:** Foster a high-performance environment by working collaboratively with your teammates.
- **Create a positive work environment:** Cultivate a dynamic, proactive space that motivates and satisfies all stakeholders.
- **Proactively solve problems:** Identify potential program issues and recommend innovative solutions.
- **Deliver timely reports:** Provide vital feedback to clients and detailed event reports.
- **Manage budgets:** Ensure fiscal responsibility by actively overseeing relevant hospitality budgets.
- **Support long- and short-term strategies:** Participate in meetings to define strategies, timelines, budgets, and staffing to meet objectives.
- **Identify opportunities for program improvement:** Recommend enhancements to existing programs or propose new ones when needed.
- **Track program effectiveness:** Establish tracking mechanisms to measure progress and report on program success.
- **Keep leadership informed:** Update TSMGI leadership on program status, challenges, and opportunities.
- **Contribute to TSMGI growth:** Play an active role in the overall development and success of TSMGI.

### What We're Looking For:

- **5+ years of relevant experience:** Prior hospitality, meeting, or event planning experience in large scale sports. Motorsports, F1 or other top-tier global sport experience strongly preferred.
- **Professionalism & presence:** You carry a mature, professional demeanor that instills confidence.
- **Model TSMGI's values:** Honesty, integrity, friendliness, and a service-oriented mindset are key to your approach.
- **Exceptional client service skills:** You build and maintain strong relationships with clients.

### Key Deliverables for the Account Manager:

- **Achieve client program goals:** Deliver work that consistently meets or exceeds the client's established objectives.
- **Client satisfaction:** Receive positive feedback that reflects high levels of client satisfaction and success.
- **Effective communication:** Provide clear, articulate, and impactful communication both internally and with clients.
- **Fiscal responsibility:** Manage budgets effectively and ensure financial goals are met without overspending.
- **Proactive contributions:** Bring strategic ideas and solutions that benefit both the client and TSMGI.

- **Advanced communication skills:** You excel in both oral and written communication.
  - **In-depth understanding of sports hospitality:** You know how to manage hospitality asset through the complexity of large sports sponsorships.
  - **Relationship management experience:** You've successfully built and nurtured relationships with clients, properties and vendor partners.
  - **Attention to detail:** You're meticulous in your work, ensuring nothing falls through the cracks.
  - **Strong organizational and multi-tasking skills:** You can juggle multiple projects without missing a beat.
  - **Time management:** You prioritize tasks effectively and meet deadlines consistently.
  - **Team player with independence:** You thrive in both collaborative environments and when working autonomously.
  - **Budget management:** You have experience managing budgets with fiscal responsibility.
  - **Proactive problem solver:** You're resourceful and anticipate challenges before they arise.
  - **Tech-savvy:** Proficient with Mac OS, Microsoft Office Suite, and hardware including Mac, PC, tablets, and mobile devices.
- **Well-planned workflows:** Develop and implement efficient, thoughtful workflows for the team.
  - **Team productivity and inspiration:** Active participation on a productive, proactive team that stays motivated and on track.
  - **Clear communication of expectations:** Ensure that all tasks and responsibilities are clearly communicated to the team.
  - **Conflict management:** Address any issues or conflicts proactively, fairly, and professionally.
  - **Meet deadlines:** Consistently achieve deadlines and deliverables without delay.
  - **Positive attitude and family-friendly culture:** Maintain a can-do attitude, while reinforcing TSMGI's supportive and family-oriented environment.

## Key Contacts and Work-Partners

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**Internal Team:** You'll collaborate closely with a variety of departments, including Sports & Event marketing, Promotions, Creative Services, General Management, Accounting/Finance, Purchasing, and Warehouse/Operations.

### External Partners:

- **Clients:** Work with teams in marketing, sales, communications, employee relations, purchasing, and accounting.
- **Vendors:** Coordinate with vendors across sales, production, and accounting.
- **Sports Property:** Partner management teams, clients services, operations, hospitality, marketing, communications, etc.

## How to Apply

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- **Ready to join our team?** Send your resume, cover letter, and references to [jobs@tsmgi.com](mailto:jobs@tsmgi.com). We can't wait to hear from you!

## Additional Information

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The estimated salary range for this role is \$55,000 to \$85,000 annually. The actual salary will vary based on applicant's education, experience, skills, and abilities, as well as internal equity and alignment with market data. The salary may also be adjusted based on applicant's geographic location.

This role is eligible for healthcare (medical, dental, and vision), life, accidental death and dismemberment, short and long-term disability plans. Additional benefits include paid time off and a 401(k) retirement fund funded by both the employee and employer contributions. This role is also eligible for an annual salary increase and a year-end bonus based on the financial success of the company and the individual's performance.

At TSMGI, we're all about creating a workplace that feels as rewarding and enjoyable as it is productive. We take pride in our culture built on mutual respect, collaboration, and genuine camaraderie. We want our employees to look forward to coming to work every day—and we make that a priority! From complimentary lunches every Tuesday to our exciting monthly Town Hall meetings, we're constantly finding ways to connect and celebrate our team. Plus, our dedicated "Fun Committee" keeps things lively with creative and unique office activities throughout the year. And when the holidays roll around, we go all out with a memorable year-end celebration that brings everyone together.

TSMGI is committed to creating a diverse environment and is proud to be an equal opportunity employer and committed to compliance with all fair employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.