



JOB TITLE: Manager, Events
LOCATION: Irvine, CA
STATUS: Full Time
SALARY: \$60,000 – \$70,000

TGR LIVE SUMMARY:

For more than 25 years, TGR Live has exclusively organized and managed fundraising events supporting TGR Foundation. Our primary focus is creating amazing experiences for our clients at world-class events. TGR Live provides a variety of services including hospitality management, public relations and marketing, tournament operations, and sponsor sales at PGA TOUR and signature events which benefit the foundation's mission to empower students to pursue their passions through education.

POSITION SUMMARY:

The Manager of Events reports to the Senior Director of Events and plays a critical role in executing premier experiences across TGR Live's event portfolio. This position is responsible for overseeing core revenue generating and expense management initiatives, coordinating event inventory and assets, and delivering high-impact hospitality programs. The role requires strong organizational and communication skills, attention to detail, and the ability to execute multiple tasks simultaneously. This individual will also collaborate with internal teams, sponsors, vendors, and external constituents to ensure flawless event delivery.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Event Operations & Execution

- Manage pre-event planning and onsite execution of guest experience programs and activations, including décor, food and beverage/BEO creation and miscellaneous enhancements.
- Oversee registration processes, staffing, and check-in at events.
- Manage logistics and inventory, including coordination with the operations team for packing/shipping, office set-up and breakdown.
- Support set-up and breakdown of event spaces, vendor activation, and partner integrations.
- Manage event budgets, tracking expenses and making fiscally responsible recommendations
- Negotiate contracts with vendors, suppliers, and service providers.

Auction & Fundraising Oversight

- Lead auction strategy and execution, including sales plans, item solicitation, fulfillment, and post-event financial reporting.
- Maintain relationships with auction platforms and vendors; manage auction-related communications and trade requests.
- Collaborate with marketing team to promote auctions, driving interest and awareness.



- Liaise with partners, where applicable, to manage authentication processes and other special considerations.
- Source auction items and experiential gifts aligned with event themes, audience interests and sponsor objectives.

General Administration

- Support the broader events team with project-based work and administrative tasks as needed.

EDUCATION, EXPERIENCE & SKILLS:

- 3–5 years of experience in event management, sports marketing, or related field.
- Excellent organizational, time management, communication, and interpersonal skills.
- Proven ability to lead projects and staff through planning, execution, and post-event wrap-up.
- Budget management and negotiation skills.
- Creativity and attention to detail.
- Problem-solving and decision-making abilities.
- Strong vendor and sponsor relationship management.
- Proficiency in event planning software and tools.
- Knowledge of event industry trends and best practices.
- Ability to work under pressure and meet deadlines.
- Ability to work nights, weekends, and travel as required (20%).

TO APPLY

Please submit a cover letter and resume as a single PDF on www.teamworkonline.com.

*No phone calls please.

TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of every job responsibility. Because job content may change from time to time, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.