



AVAILABLE POSITION: EVENTS AND ORGANIZED PLAY COORDINATOR

Position Type: Full time, on site, FLMA exempt

THE COMPANY

Ghost Galaxy is a new hobby games publishing company founded and staffed by industry veterans. While our current focus is the *KeyForge* game, that is only the beginning. Our goal is to lead our industry into a new era of innovative gaming entertainment.

The core Ghost Galaxy team is a small group. We work together in the same building, not remotely, because we believe that is the best way to creatively collaborate and quickly overcome challenges. This core team is supplemented by independent contractors (primarily artists).

Ghost Galaxy is a wholly-owned subsidiary of Strange Stars Entertainment.

THE ROLE

Ghost Galaxy seeks an energetic professional to take responsibility for planning and running game industry events and overseeing the company's organized play ("OP") program. Specific duties include:

- Planning and executing a series of tournaments around the country as part of annual organized play program
- Solicitation and recruitment of event staff and judges for events
- Coordinate the company's presence at industry conventions and trade shows
- Serve as the primary contact for all event and OP partners and vendors
- Thoroughly document all the details of every event
- Prepare event materials (graphics, products, display materials, etc.) and facilitate their transportation to events.
- Invent, source, and develop OP kits with activities, materials, and prizes for hobby games retailers and game clubs.
- Represent the company in a professional manner at Ghost Galaxy tournaments, industry conventions, trade shows, and other events across the USA (approximately 20% of your time will be "on the road" attending events or tournaments)
- Stay attuned to the hobby gaming industry, analyze trends, and help Ghost Galaxy become an innovative leader
- Commit to continuous improvement in all aspects of your work



- Be an excellent team member who communicates effectively, accepts and gives constructive feedback, and upholds all company values

In addition to the responsibilities described above, all positions at Ghost Galaxy are “hands on” and 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.

YOU

To be the successful candidate, you must be passionate about bringing people together to celebrate their hobbies and enjoy spirited competition. Additionally, you embody the following skills and traits:

- Proven event management skills including planning, budgeting, expense tracking, promoting, and reporting
- Experience running competitive tournaments
- Vendor management and relationship building skills
- Excellent communication and interpersonal skills
- Superior attention to detail and creative problem solving skills
- Three or more years of experience planning and running events
- Knowledge of hobby games and organized play for competitive card games is a big plus

LOCATION

This role will be located at the Ghost Galaxy offices in Roseville, MN, U.S.A. Ghost Galaxy does not hire remote (i.e. "Work from Home") positions.

COMPENSATION

Ghost Galaxy offers a competitive salary, profit sharing, paid time off, health insurance, and product discounts.

Starting salary: \$50,000 annually, adjusted upwards based on experience

TO APPLY

Serious applicants should send a cover letter and resume to info@ghostgalaxy.com. Your cover letter should be an excellent example of your writing skills, and you may also attach other examples of your work.

ONLY CANDIDATES ALREADY PERMITTED TO WORK IN THE U.S.A. WILL BE CONSIDERED.