**Mantic Games**

**Nottingham**

**Full Time**

**Job Title: Events and Community Coordinator**

Mantic Games is a leading tabletop gaming company, dedicated to creating engaging and innovative gaming experiences. We are seeking an enthusiastic and dedicated Events and Community Coordinator to join our team.

This role is responsible for managing our volunteer network of Pathfinders, recruiting new Pathfinders, coordinating external and internal events, and overseeing our in-house retail store. This position is pivotal to our expansion plans for the next three years.

**Job Description:**

As the Events and Community Coordinator, you will play a crucial role in expanding the Mantic Games community, enhancing our presence at events and conventions worldwide, and managing our in-house retail store. You will be responsible for building and maintaining relationships with our volunteer Pathfinders, organising and attending events, and ensuring our retail store operates effectively.

**Key Responsibilities:**

**Pathfinder Program:**

* Manage and nurture our existing network of volunteer Pathfinders.
* Recruit and onboard new Pathfinders to expand our community.
* Provide support and resources to Pathfinders to promote our brand at stores, events, and shows.

**Event Management:**

* Plan, coordinate, and execute our presence at external events and conventions globally.
* Act as the primary brand ambassador for Mantic Games at these events.
* Ensure event logistics, staff schedules, and promotional materials are well-prepared.
* Represent the company with enthusiasm and professionalism.

**In-House Retail Store:**

* Oversee all operations of our in-house retail store.
* Maintain inventory, manage sales, and provide excellent customer service.
* Work weekends and evenings to accommodate store hours.
* Implement strategies to maximize sales and enhance the in-store experience.

**Travel:**

* Travel to various events and conventions worldwide to represent Mantic Games.
* Manage travel logistics and ensure the successful setup and execution of events.

**Community Engagement:**

* Foster strong relationships within the tabletop gaming community.
* Act as the liaison between Mantic Games and our fans, responding to inquiries and feedback.
* Develop and implement community engagement initiatives.

**Qualifications:**

* A passion for Mantic tabletop gaming and an understanding of the hobby is a must for this role.
* Experience in event coordination and management, including international events.
* Strong interpersonal and communication skills.
* Self-motivated and proactive, with the ability to work independently.
* Retail store management experience is a significant advantage.
* Enthusiastic, outgoing, and energetic personality.
* Experience with a volunteer program is a strong advantage in this role.

**Benefits:**

* Competitive salary and performance-based bonuses.
* Opportunities for professional development and career growth.
* Travel to exciting events and conventions worldwide.
* Generous Staff Discount.
* Personal Health Plan
* Join a dynamic and passionate team of tabletop gaming enthusiasts.
* We are looking for the best talent in our community and will consider applications of all experience levels, and offer a competitive salary to onboard you.

If you are a tabletop gaming enthusiast with a passion for community building, event management, and retail store operations, we encourage you to apply. Become a key player in Mantic Games' journey to expand our community and brand presence.

*To apply, please submit your CV and a cover letter detailing your relevant experience and why you are the perfect fit for this role.*

Mantic Games is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**Application Deadline: 12/11/23**