



NEW ORLEANS TRACK CLUB, INC.

EVENT MANAGER / RACE DIRECTOR

Job Summary:

The New Orleans Track Club (NOTC) is seeking a full-time Event Manager/Race Director who will be responsible for the planning, logistics, execution, and management of New Orleans Track Club events and races.

The Event Manager/Race Director will work closely with additional New Orleans Track Club staff to ensure that races and events are profitable and successful.

The Event Manager/Race Director shall be directly responsible to the Board of Directors. While the Event Manager/Race Director is a representative of the Club, he/she cannot bind the Club and/or the Club's resources, without the expressed written consent of the Board of Directors.

Duties and Responsibilities include but are not limited to:

- Ensure that race information is promoted and advertised in a timely manner and across a variety of mediums
- Coordinate with NOTC's webmaster for the purposes of website layout, website updates, and race registration pages
- Ensure that all race day equipment, materials, and needs have been ordered and are onsite
- Identify and assign race volunteers to necessary locations, while ensuring that all race personnel and volunteers know and understand their jobs.
- Serve as the primary spokesperson for the Club at events
- Promote NOTC race events and exposure of the club at local, regional, and/or national events
- Establish goodwill and networks of communication with local authorities (parks, police, city and parish government, etc.) to file permits and ensure security of race courses
- Seek opportunities to partner with civic organizations as well as businesses for the benefit of the Club and other charities
- Inspect all the club's property to evaluate what equipment needs to be upgraded or replaced and submit requests to the Board Treasurer
- On a quarterly basis, review current and past year's races to determine economic viability of each race
- Determine action steps to improve race events not meeting the Club's criteria
- Work with the NOTC Race Committee to develop and evaluate any proposals for new race events

Position Requirements and Qualifications:

- Bachelor's degree preferred
- Personable, detail-oriented, organized
- Ability to manage multiple tasks and work in fast-paced atmosphere
- Strong communication skills, both oral and written
- Interest in health, fitness, and/or sports, especially running
- Ability to be a team player & work collaboratively with a variety of individuals, community members, businesses, and organizations
- Ability to work flexible hours, including evenings and weekends, as needed to meet NOTC's needs