



Job: Timing Operations Assistant

Company: Track Shack Events

Location: Orlando, FL

Date: Immediately

We are in the business of helping people reach their health and wellness goals. Track Shack Events is a locally owned, event marketing and management company that produces unique road races, as well as managing large 3rd party events in Central Florida. It is the sister company to Track Shack, a specialty running retailer. The Timing Operations Assistant works with the Lead Timer on race day to learn the set-up, monitoring, and break-down for all timing equipment, including controllers, gators, antennas, and FlashPoints, and gain experience to become a split timer. We're looking for a passionate, detail-oriented person with the desire to be part of a team of dedicated event professionals.

Responsibilities

- Meet Lead Timer and Timing Team at race site on race morning
- Meet with Lead Timer pre-race to review timing operations plan and equipment
- Assist with set-up of start, finish, and announcer lines, and announcer laptop
- Monitor start/finish/announcer lines during race and assist lead timer as needed
- Break-down of start, finish, and announcer lines, and announcer laptop, and load all timing equipment into timing vehicle

Qualifications:

- Knowledge of road races, race timing and race equipment experience preferred
- Must be able to follow detailed operations plan and timeline to ensure safety and accuracy
- Must be a self-starter and possess the ability to work both independently and as part of a team
- Must be highly organized and able to prioritize and manage multiple tasks at any given time specifically when under pressure
- Strong technical skills with the ability to quickly troubleshoot problems

Other Requirements

- Time commitment - Requires working events on some weekends and evenings in Orlando and the surrounding area, includes travel to/from race site set-up and break-down – 4 to 5 hours
- Ability to lift 25-50 lbs

Please provide resume, cover letter and references to michele@trackshack.com.