



Job: Event Manager

Company: Track Shack Events

Location: Orlando, FL

We are in the business of helping people reach their health and wellness goals. Track Shack Events is locally owned, event marketing and management company that produces 16 unique road races throughout Central Florida. It is the sister company to Track Shack, a specialty running retailer. The Event Manager conducts short and long-term planning and management for TSE owned & 3rd party events. Directing and executing world-class running events while maintaining strong partnerships within the central Florida community. We're looking for an organized self-starter, who's passionate about event production, fitness, and the opportunity to inspire others through our endurance programs.

Key Responsibilities:

- Oversee existing event contracts and foster client and/or sponsor relationships.
- Maintain cohesive city relationships, acquire venues, and secure all permitting requirements.
- Lead in event development & programming for new events/opportunities.
- Oversee event development timelines and lead the team to successfully meet deadlines.
- Oversee registration launch, provide, and review event website/registration platform content in conjunction with marketing/registration team.
- Partner with sponsorship director on executing the sponsorship contracts and planning for on-site activations.
- Develop/design all aspects of event layout including race routes, parking venues, and staging areas.
- Secure and coordinate police support, medical personnel, barricade company when necessary.
- Responsible for identifying & scheduling staff, volunteer, talent, entertainment, and service provider needs/positions.
- Manage athlete amenities strategies such as medals, t-shirts, race numbers and gifts & work with vendors to procure.
- Oversee the Track Shack Kids' Races program.
- Identify all necessary supplies needed (hard goods, refreshments, restrooms, signage, vehicles, etc.) and work with operations team to procure, order and coordinate delivery logistics.
- Organizes and leads pre-event team meetings as well as after-action report team meetings.
- Oversee on-site execution of all event elements.
- Determine areas of opportunity and implement strategies to increase efficiencies across the event planning process.

Qualifications and Skills:

- BA/BS Bachelor's Degree strongly preferred
- Degree and/or significant training and experience in Sports Management preferred
- 3+ Years in endurance event management preferred
- Motivational leader who is goal-oriented, creative, and a self-starter
- Excellent organizational, interpersonal, and administrative skills
- Clear concise written and verbal communication skills
- Enjoys prioritization and time management through organizational skills, including the ability to handle multiple projects effectively
- Flexibility and ability to quickly adapt to changes and new technologies
- Enjoys managing and working with a fast-paced team
- A desire to be in a small business environment and be a team player who can also work independently
- Ability to work weekends/holidays as dictated by event schedules

Benefits:

- Medical Insurance coverage
- Flexible Hours
- Discount on Running Apparel

Contact:

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