

**COURSE LOGISTICS CONSULTANT
ROCK 'N' ROLL MARDI GRAS MARATHON and ½ MARATHON
benefitting the American Cancer Society**

Race Date: Sunday, February 13, 2011

Job Description

The Course Logistics Consultant for the Rock 'n' Roll Mardi Gras Marathon and ½ Marathon is responsible for three separate projects for the event:

- 1) Set-up and distribution of clocks and mile-markers along the entire length of the course, including the setting of the clocks.
- 2) "Interior" course set-up including coning lanes and curves, and chalking of potentially confusing spots.
- 3) Coordinating course marshals along the course. Course marshals will be identified by the Volunteer Coordinator. The Course Logistics Consultant will be responsible for all communication with the marshals, training, arranging for transportation for the marshals to the appropriate locations and ensuring the marshals are in their correct places on race day.

This is a part-time project position, with most work other than a few meetings taking place race week.

Project Background

Rock 'n' Roll Mardi Gras will be held on Sunday, February 13, 2011, with an expected 18,000 runners. The Marathon and ½ Marathon requires approximately 100 trained marshals, depending on the race course and PD coverage. There will be a detailed course marshal plan. Additional subcontractors will be needed to implement both the mile mark/clock project and the course set-up projects.

Project Support

The Course Logistics Consultant will work closely with the senior operations manager and the event manager, both of whom will provide direction and advice. Close coordination will be needed between the Course Logistics Consultant with the Volunteer Coordinator, who recruits course marshals. The Course Logistics Consultant completes most of the assignment at his/her home or personal office.

Responsibilities and Requirements

- Learn the race course (location of mile marks, all turns and other special features), logistics, procedures, safety precautions, race day timeline, and supplies.
- Recruit small group of "lieutenants" to assist in specific tasks (e.g. loading and delivery of mile marks and clocks, loading and delivery of cones and course equipment, plus race day oversight of course marshals / transportation).

- Maintain positive relationship with staff to solve problems and assure smooth Race Day operations.
- Prepare driving directions and maps for the mile mark/clock drivers, as well as the course cone delivery personnel. Coordinate how to get course marshals to the key intersections they will be manning.
- Assist Volunteer Coordinator with post-marathon follow-up and evaluation.
- Proactive, organized, outgoing individual comfortable with planning and directing groups of people in specific tasks in a timely manner.
- Team player with good attitude, professional demeanor and flexibility.