



NEW ORLEANS TRACK CLUB, INC.

EVENT MANAGER/RACE DIRECTOR

Job Summary:

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

The Race Director will work closely with the Board of Directors and additional New Orleans Track Club staff to ensure that races and events are profitable and successful.

The Race Director shall be directly responsible to the Board of Directors. While the 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 and 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

Job posting will be open until November 30, 2020.

**Please send resume, cover letter, and salary requirements to:
president@runnotc.org**