

Aravaipa Running LLC – Race Director

Desert Runner & Insomniac Night Trail Run Series

Operations

Job Purpose

Aravaipa Running is an event management company specializing in endurance running events. To produce outstanding events, we rely on the expertise of our well rounded Race Directors to make sure that event production is constantly moving forward with the safety, fun, and total experience for participants always in mind. Race Directors continually reflect on the big picture while also focusing on the small details that make Aravaipa events special.

The Desert Runner Trail Series and Insomniac Night Trail Run Series are an integral part of our business and a big part of the Arizona trail running community. The Race Director is required to cultivate and maintain relationships with permitting agencies, local running community, sponsors and vendors.

Race Directors must be active at events, verifying the setup and breakdown of our main start/finish aid station and ensuring that all other event details are handled on race day including communications, volunteers, remote aid supplies, sponsors, photographers and timing. Race Directors must have a strong sense of leadership, be able to make quick critical decisions and multi-task in a potentially high stress environment, and have the desire to work on details on the back end of events to ensure their future success and growth. Must be comfortable speaking to and motivating a crowd.

Required Skills

Candidates should have proven event management experience. Must be able lead a team of event staff to safely setup and breakdown events as well as be able to lead volunteers to fulfill their roles. Have strong organization abilities and excellent time management skills. Candidate must be physically able to lift, carry (up to 50 lbs.) and run to setup stations and assist with course marking. Candidate must also be able to think quickly and make decisions on race day when they arise. Sales skills and ability to build productive business relationships are required.

Education

Associate's degree in event management, public relations, business management or related field.

Experience & Qualifications

- 3+ years of event management experience or related field
- Proven record of success in sales and marketing of Special Events
- Must be able to courteously and efficiently deal with event participants, business relations, and employees
- Excellent, proven interpersonal, verbal and written communication skills
- Proven ability to work with little to no supervision and be able to follow directions
- Outgoing personality
- Experience creating and managing budgets
- Basic Microsoft Office experience
- Must be available nights, weekends, and provide own transportation for all events on and off site

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Responsibilities

The following is a list of some of the typical functions of the Race Director position for any given event and back end office work. The management team may ask for additional help in other areas of the business including help with new courses and ideas.

- Plan, design and produce events on time and within budget
- Effective communication with participants to ensure customer satisfaction
- Create protocols and provide input for improving event organization and efficiencies
- Be point of contact for permitting agencies, volunteers and participants
- Coordinate supplies, timing, course marking, photographers, kitchen, medical and other event logistics
- Ensure compliance with insurance, legal, health and safety obligations at events
- Specify staff requirements and coordinate their activities including any event-specific training
- Growth and expansion of current Desert Runner and Insomniac Night Trail Run Series events
- Proactively handle any arising issues and troubleshoot emerging problems on event day
- Conduct pre- and post- event evaluations and report on outcomes
- Cooperate with Marketing team to promote and publicize event
- Research market, identify event opportunities and generate interest

Hours

Full-time. Typically 20-25 hours per week in the office and 15-20 or more in the field mapping or scoping courses on non-event weeks. Event weeks or weekends could be 40 hours or more dedicated to events on-site.

How to Apply

Please submit a completed application, cover letter & resume to hayley@aravaiparunning.com for consideration.

Applications can be found at www.aravaiparunning.com/jobs

Questions?

Contact us:

Hayley Pollack at hayley@aravaiparunning.com or (480) 415-8454