



## **Whiskey Off-Road Event Manager**

### **A part-time opportunity with Epic Rides**

The Event Manager position will be responsible for coordinating, managing and executing Epic Rides annual Whiskey Off-Road mountain bike event and community concert. The ideal candidate will possess strong creative, organizational, analytical and strategic skills and will have at least 3 years of previous event production or project management experience. This position is responsible for the day-to-day management of their team members, city and government relations and the overall event management.

Position will require roughly 6-8 months of consistent work annually. Average week will fluctuate between 10 - 20 hours of work with a heightened amount of availability required (160+ hours) during the event month.

#### **Responsibilities:**

- With support from HQ, develop event blueprint and workflows
- Manage and motivate a team of six-eight seasonal committee members
- With support from HQ, recruit and manage 3<sup>rd</sup> party contractors
- Manage specific expense budget for event
- With support from HQ, secure event permits annually
- Oversee local committee coordination and collaboration with Epic Rides home office
- Build and foster high level municipality, government, and sponsor relationships
- Collaborate with Epic Rides home office to create and implement global to local marketing campaign
- Establish grass roots partnerships with existing events in local and regional market area
- Conduct marketing activities at local and regional mountain bike events
- Manage a heavy workload during event window

#### **Qualifications:**

- Minimum of five years experience in Sports Marketing and/or Event/Project Management
- Ability to successfully manage and motivate other people
- Exceptional organizational skills and attention to detail

- Particularly strong communication skills; written and verbal
- Strategic thinker and ability to see and understand the big picture
- Professional demeanor and positive attitude
- Strong leadership skills
- Solution-oriented
- Ability to multi-task, with a high level of personal initiative and self-drive
- Excellent interpersonal skills -- builds effective working relationships on all levels
- Comfortable with public speaking and giving presentations
- Sales experience a plus
- The position requires travel up to 15% of time on a seasonal basis
- Proficiency with Microsoft Office

**Interested yet? Good. Us too.**

Please submit your cover letter and resume to [tsadow@epicrides.com](mailto:tsadow@epicrides.com). Include "Whiskey Off-Road Event Manager" in the Subject of the e.mail.