

Event Director - Arizona Events

A contracted opportunity with Epic Rides

The Event Director position will be responsible for coordinating, managing and executing Epic Rides' mountain bike events in Arizona.

The ideal candidate will possess strong creative, organizational, analytical and strategic skills and will have at least 5 years of previous event production 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+ months of consistent work annually. Average week will fluctuate between 5 - 20 hours of work. Expect a heightened amount of availability (120+ hours) during the event window (30 days leading to the event).

Responsibilities:

- With support from HQ, develop event blueprint and workflows
- Recruit, manage, and motivate six-eight seasonal committee members, including the facilitation of inter-team communication with HQ
- Obtain all permits and operational permissions to safely produce the event
- Third party contracts: generate requests for proposals, award and manage contracts/contractors
- Oversee expense budget and purchasing for event
- Create a strategic plan for development including short and long-term growth initiatives, ancillary events and organic growth opportunities.
- Build and foster municipality, government, and sponsor relationships
- Support Marketing Dept. on implementation of marketing campaign
- Establish grass roots partnerships with existing events and culturally relevant operators in local and regional market area
- Facilitate 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 multitask, 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 15% of time on a seasonal basis
- Proficiency with Google's GSuite and Microsoft Office

Interested yet? Good. Us too. Please submit your cover letter and resume to tsadow@epicrides.com. Include "Epic Rides Event Director Opportunity" in the Subject of the e.mail.