



DIRECTOR OF TIMING PROJECT MANAGEMENT

Race Day Events (RDE) is looking for a Director for our Timing Project Management department to join our team of passionate event professionals. This position plans, directs, and supports the race timing of endurance events owned by RDE and our clients. Our newest team member will have strong management skills, be detail-oriented, computer & technology savvy, and possess both strong communication and customer service skills. The ability to work both independently and as part of a team is required, as is the ability to thrive in a fast-paced environment. Previous experience working within the endurance event industry is a plus.

Responsibilities Include:

- Analyze and manipulate race participant data
- Use and analyze data to provide accurate race results
- Troubleshoot race results during and after events
- Develop, improve, and manage timing project management processes
- Supervise Timing Project Managers
- Manage timing equipment and supplies
- Coordinate with internal departments
- Communicate with external customers and participants
- Continue professional development training of part-time race timers
- Able to work some weekends on call or working an event

Qualifications:

- College degree preferred
- Strong data management skills
- Highly motivated and demonstrate the ability to work both independently and as part of a team
- Highly organized and extremely detail oriented
- Ability to prioritize leading to the successful management of concurrent projects
- Excellent communicator in both written and verbal formats
- Proficient in Microsoft Office Suite, especially Microsoft Excel and Word
- Client-focused with a demonstrable history of excellent customer service
- Able to work some weekends and holidays
- Able to lift 40 lbs.
- Have a valid driver's license and clean driving record

Race Day Events is a leading event production company which specializes in running, biking and multisport events. We are a fast-growing company which provides equipment and services to many events across the US. Permanent, full-time team members are eligible for group health insurance, paid time off, paid company holidays, and a Simple IRA plan participation. Race Day is an equal-opportunity employer.

Please e-mail cover letter and resume to Race Day Events: work@racedayevents.com

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