



EVENT MANAGER / RACE DIRECTOR

Race Day Events (RDE) is looking for a new event manager/race director to join our team of passionate event professionals. RDE event managers plan, direct, and manage events owned by RDE and our clients. Our newest team member will 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.

Race Day Events is a leading event production company in Madison, WI specializing in running, biking, and multisport events. We are a fast-growing company which provides equipment and services to events across the US. In 2023 RDE will produce over 25 events which it owns. Additionally, RDE will manage and produce another 150+ events for private and non-profit organizations.

Responsibilities Include:

Event Planning:

- Managing all aspects of an event, including but not limited to, the event vision, permitting, safety resources, securing outside vendors, and determining and procuring race assets (awards, shirts, medals, etc.)
- Collaborating with our marketing, sponsorship, staffing, warehouse, and volunteer departments
- Communicating frequently and completely with clients for contracted events
- Adhering to event budgets and tracking expenses
- Developing and communicating event plan to staff

Event Production:

- Supervising, directing, and leading a team of up to 25 staff
- Communicating with clients, vendors, and sponsors
- Communicating with emergency personnel to ensure a safe event
- Working with staff to troubleshoot all aspects of the event
- Ensuring participants have a positive experience
- Keeping calm under pressure

**2995 SUB ZERO PARKWAY
FITCHBURG, WI 53719
608.316.5755**



RACE DAY EVENTS

WWW.RACEDAYEVENTS.COM

Preferred Requirements:

- Experience in the event planning, or race/endurance management
- Passion for endurance events
- Ability to manage multiple projects simultaneously
- Proven attention to detail
- Deadline driven
- Analytical and problem-solving mindset
- Excellent verbal and written communication skills
- Ability to work independently
- Client-focused mentality
- Ability to remain calm under pressure in a fast-paced environment
- Ability to work out of our Madison, WI office
- Have a valid driver's license and clean driving record

Preferred Qualifications:

- Have a college degree
- Able to lift 40 lbs.
- Able to work some weekends
- Proficient in Microsoft Excel and Word

Why Race Day Events?

- RDE manages, times, and provides equipment for community runs and rides, marathons and half marathon, triathlons, and bike rides
- RDE has great benefits, including:
 - Competitive salary
 - Weekend pay for events
 - Full health and dental insurance
 - PTO – generous & flexible
 - IRA match
 - Madison - #1 city with best work/life balance (Smartasset.com)

If you love the endurance event industry, making people happy, and are committed to making weekends awesome, Race Day Events could be the right fit for you. We are taking this company to the next level and are looking for the right person to join us!

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

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