



Event Specialist

Race Day Events, headquartered in Fitchburg, WI is a leading event production company, specializing in running and multisport events. We are an equal-opportunity employer and is committed to building a team that represents a variety of background, perspectives, and skills. The more inclusive we are, the better our work will be.

Event Specialists help ensure the success of some of the area's most elite and time-honored running, multisport, and endurance events. This part-time position offers flexible scheduling, opportunities for growth, comradery of working as part of a team, opportunities to travel, and the chance to help people achieve their dreams.

Responsibilities include but are not limited to:

- Setting up and tearing down event sites, working with equipment such as crowd control fence, cones, signs, tents, and tables
- Assisting with administrative duties such as participant registration and check-in
- Working above and beyond the task's requirement to ensure a successful event

Position requirements:

- Must be self-motivated, willing to seek out work to do, and able to work with minimal supervision
- Able to work early mornings
- Perform physical tasks which include pushing, pulling, grasping and lifting up to 40 pounds
- Able to work in a fast paced and changing environment with a wide variety of people
- Willing to work outside in all types of weather and be prepared for the elements
- Willing to work an average of 2-3 events per month
- Willing to assist in any capacity as needed
- Valid driver's license with a clean driving record
- Travel locally, regionally, or nationally as required (overnight travel is optional)
 - Experience driving a box truck and vehicles with trailers is a plus
 - Experience as an athlete or a volunteer is a plus

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