



POSITION/TITLE: Event Manager
STATUS: Full Time
DEPARTMENT: Event Management

TRACK SHACK EVENTS

We are in the business of helping individuals reach their health and wellness goals through participation in running and walking events. Track Shack Events is a locally owned, event marketing company that produces 16 unique road races throughout Central Florida. It is the sister company to Track Shack, a specialty running retailer.

JOB DESCRIPTION

Track Shack Events is seeking a highly organized and proactive Event Manager to join our dynamic team. This pivotal role is instrumental in ensuring the seamless planning and execution of local running events. The manager will also be responsible for maintaining strong partnerships within the central Florida community. We are looking for an organized self-starter with a passion for event production, fitness, and the opportunity to inspire others through our endurance programs. Qualified candidates are encouraged to apply.

EVENT MANAGEMENT

- Oversee existing contracts with city/venue partners while strategically cultivating these relationships.
- Maintain cohesive municipality relationships, acquire venues, and secure all permitting requirements.
- Lead in event development for new events/opportunities, in partnership with marketing director and new business development manager.
- Oversee event planning timelines and lead the team to successfully meet deadlines.
- Partner with marketing director on strategizing registration launch and provide/review event website/registration platform content.
- Partner with the new business development manager on executing sponsorship contracts and plan for on-site activations.
- Develop/design all aspects of event layout including race routes, parking venues, and staging areas.
- Secure and coordinate police support, medical personnel, trash services, and MOT/barricade company.
- Responsible for identifying & scheduling staff, talent, entertainment, and service provider needs/positions.
- Partner with the volunteer manager to ensure volunteer needs are met.
- Partner with the operations manager to identify and procure all necessary supplies needed for events (hard goods, refreshments, restrooms, signage, vehicles, etc.).
- Organizes and leads pre-event team meetings as well as after-action report team meetings.
- Oversee on-site execution of all elements.
- Determine areas of opportunity and implement strategies to increase efficiencies across the event planning process.
- Lead/manage the event coordinator in all aspects of role responsibilities.

QUALIFICATIONS AND SKILLS

- Passion for event planning, event production and endurance sports/industry.
- Strong leadership & partnering skills, to maintain and grow existing relationships.
- Ability to manage and work with a fast-paced team, with flexibility to quickly adapt to changes and new technologies.
- Ability to prioritize through organizational skills, including the ability to handle multiple projects effectively.
- Excellent communication, planning, organizational and problem-solving skills.
- Strong computer skills, with proficiency in the Microsoft Office Suite.
- Strong work ethic: standards of integrity and credibility, demonstrates accountability in work product.
- Ability to work nights, weekends, and non-traditional hours as required by event schedules.
- Ability to work indoors and outdoors and stand for extended periods.



EDUCATION & EXPERIENCE

- Degree and/or significant training and experience in Sports Management preferred.
- Minimum of 3 years of experience with endurance event management, or related field.

EXPECTED WORK LOCATION & SCHEDULE

- Monday to Friday, 9:00 AM to 5:00 PM
- 16-20 races per year plus ancillary events, with weekend and night hours expected.
- Primary work location: Track Shack Events Office in Mills50 District of Orlando.

BENEFITS

- Health Insurance Policy – 90% paid by company after (90) days of employment.
- Disability Policy – 100% paid by company after (90) days of employment.
- Simple IRA participation and 3% match after (1) year of employment.
- Paid legal holidays – New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.
- Vacation accrual after (90) days of employment plus (5) sick days per year.
- Comp day policy offered based on quantity of events worked.
- Half Day Fridays from May to August (exact dates to be determined).
- Work from home up to (32) hours per month after (90) days of employment.
- Perks! Shoes, branded apparel, race entries, and training programs.
- Great store discounts for employee and family.
- Select race entries for employee, family, and friends.
- Salary commensurate with experience.

CONTACT

- Please send a resume and cover letter to Alicia Albert at alicia@trackshack.com.