



POSITION/TITLE: Event Operations Coordinator
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 Operations Coordinator to join our dynamic team. This pivotal role is instrumental in ensuring the seamless execution of local running events. The coordinator will also be responsible for managing our warehouse and equipment, contributing to the overall operational efficiency of our events. We are looking for a detail-oriented problem-solver with a passion for events and a proven ability in organization. Qualified candidates are encouraged to apply.

EVENT OPERATIONS

- Collaborate with Event Managers on comprehensive logistics planning and equipment procurement for all local events.
- Provide operational support for all ancillary events.
- Manage rental inquiries for Track Shack Events' owned equipment.
- Coordinate the arrangement of event rental vehicles, generators, and other necessary equipment on an event-by-event basis.
- Handle operations pick-ups and deliveries to and from vendors as needed.
- Strategically load and unload event vehicles before, during, and after events to maximize efficiency.
- Assist managers with closing packet pick-up at Track Shack and preparing all registration supplies for race day.
- Be among the first to arrive on event day with Event Managers to unload equipment before the broader Day-of-Race staff arrives.
- Ensure all equipment brought to an event is accounted for, loaded, and returned to its designated place in the warehouse post-race.
- Accurately count and report quantities of water bottles, water gallons, cups, food items, etc. during the post-event unloading process.
- Drive event vehicles to and from race sites as needed.

WAREHOUSE MANAGEMENT

- Oversee and maintain a consistently clean, organized, and safe warehouse environment.
- Implement and maintain an organized and accurate warehouse equipment inventory system.
- Develop, implement, and manage a detailed and organized signage inventory system.
- Ensure all Track Shack Events-owned equipment is in excellent working condition and adheres to all maintenance schedules.
- Receive all Track Shack Events company deliveries, notify the appropriate parties, and establish a clear system for logging all incoming deliveries.
- Manage the preventative maintenance and repairs for Track Shack Events' owned vehicles, keeping meticulous maintenance logs.
- Schedule and track maintenance for long-term lease vehicles.
- Create and manage an efficient vehicle check-out system for the office.
- Manage weekly disposal of office and warehouse recycling and trash.



QUALIFICATIONS AND SKILLS

- Passion for event operations, event production or endurance sports/industry.
- Excellent communication, planning, organizational and follow up skills.
- Experience working in and maintaining an organized warehouse.
- Experience working on an event site with vendors and event staff crews.
- Experience with AV equipment.
- Strong computer skills, with proficiency in the Microsoft Office Suite.
- Strong work ethic: standards of integrity and credibility, demonstrates accountability in work product.
- Large vehicle and forklift experience, or willingness to learn and gain certification.
- Ability to work nights, weekends, and non-traditional hours as required by event schedules.
- Ability to work indoors and outdoors, lift up to 70 lbs and stand for extended periods.

EDUCATION & EXPERIENCE

- Minimum of 1-3 years of experience with event management operations, or related field.
- High School diploma or equivalent; college degree preferred.

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 (24) 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.