



Job Title: Event Manager

9/17/2021

Organization Summary: The American Birkebeiner Ski Foundation is a 501(c)(3) non-profit organization dedicated to its Mission Statement: Hosting world class events – including the American Birkebeiner and others; Maintaining one of the nation’s premier recreation trail corridors; Promoting healthy, active lifestyles for people of all ages and abilities. Currently, the ABSF manages 15 different event weekends during the calendar year – skiing, running, biking, festivals, and camps.

Position Summary: The Event Manager works within the Event Operations Group, reports to and works alongside the Event Operations Director. The role will fulfill the secondary event manager for the largest events, and assume the role of Events Director on some of the smaller and medium sized events during the year. The position is a full time role, based in Hayward Wi. ABSF events are focused on delivering exceptional participant experiences and encouraging outdoor activities for all.

Position Responsibilities:

- Event planning- finalizing courses along with trails and facilities crew, creating venue layout, selecting and engaging outside contractors, coordinating with various departments.
- Develop event lead up plan and day of schedule for staff, etc. for events that position will manage.
- Lead team at specific events – coordinating staff, paid contractors and volunteers during venue set-up/tear down as well as during event.
- Participate as staff member at events that the position is not the lead event manager.
- Elite athlete requests and management.
- Help with development of participant guides and staff plans.
- Work closely with Marketing to build promotional materials for social, web, releases etc... to support events.

Skill set:

- Positive team-oriented attitude and upbeat presence with others, including both co-workers and outside contacts.
- Must be extremely organized and capable of managing many different internal and external groups.
- Must have a love of working with others and being part of a team. We consider teamwork paramount in our organization.
- Must be able to spend long hours being active at events, including evenings/weekends as needed.
- Successful candidate will have participated in many other events and have experience to draw on.

Education and Experience Requirements:

- 1-3 years of experience in project management and/or managing many other people across different disciplines.
- Associate or bachelor’s degree in a business related field a plus.
- Experience with website management, WordPress a plus.
- Proven public speaking skills are a plus.
- Proficiency with Microsoft Office (Outlook, Excel, Word, Powerpoint).

Responsible to: The position reports directly and works alongside the Director of Event Operations.

Annual Salary: \$40 -\$50k, based on experience. Benefits include a healthcare stipend, 401k Match, PTO, Discounts for Birkie Store & sponsors. Next level office culture!

Job location: Must be able to work daily in Hayward, WI. Office hours apply.

Contact: Please submit completed resumes to Kristy Maki (kristy.maki@birkie.com)