



Job Title: Event Logistics Associate/Manager

11/17/2022

Organization Summary: The American Birkebeiner Ski Foundation is a 501(c)(3) non-profit organization, based in Hayward, WI.

Vision: Inspire people to challenge themselves outside by creating experiences that shape their lives

Mission: Hosting world class events – including the American Birkebeiner; Maintaining one of the nation’s premier recreation trail corridors; Promoting healthy, active lifestyles for people of all ages and abilities.

Position Summary: The **Event Logistics Manager** will manage event preparedness at facilities and venues for all American Birkebeiner events. The position will ensure venues and courses are ready for event set-up and implementation and lead teardown and clean up post-event. The **Event Logistics Manager** is responsible for ordering event supplies, warehouse management, and event activation. The position will work with the Trails/Facilities team with projects and duties as necessary.

Position Responsibilities and Qualifications:

Primary

1. Event Planning: work on event course preparation with trail and facilities staff, creating venue layout, selecting and engaging with contractors, coordinating with other ABSF departments and teams
2. Lead the team at specific events by coordinating staff, paid contractors, and volunteers during venue set-up/tear down as well as during the event.
3. Participate as a staff member at events where the position is not the lead event manager

Other

- Aid station prep, monitoring and supply
- Race Chief onboarding, collaboration, and support
- Ability to drive a skid steer, truck/trail, and light construction skills a plus
- High level of organization and attention to detail, especially on deadlines
- Must be able to spend long hours at events, including evenings/weekends as needed

Qualifications

- 1-3 years of project management experience
- Good customer service and communication skills
- Prior experience working with public
- Valid driver's license with no restrictions.

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

Job location: Hayward, WI. Office hours apply.

Contact: Please submit completed resumes to Mike Brown (mike.brown@birkie.com)