



11/15/2022

## Event Manager- Lumberjack World Championships (LWC)

**Job Title:** LWC Event Manager

**Organization Summary:** The Lumberjack World Championships is a 501(c)(4) non-profit organization dedicated, as reflected in the LWC Mission Statement, to: hosting the premier international competition showcasing the best sawing, chopping, speed climbing, log rolling, boom-running & more!

**Accountabilities:** The Event Director will lead all planning, scheduling, communicating, supporting and coordination of the LWC competition and festival.

**Position Activities:** The following activities are part of the daily/weekly/yearly activities that the position will be involved with.

- Advanced and on-site Ticket sales, and Athlete registration
- Vendor registration and communication
- Grounds layout for Vendors and Spectator tents
- Schedule determination
- Mowing/maintenance contracts
- Website updates
- Sponsorship activation
- Contractors (timing, garbage, porta-potties, tents, ice, sound, announcers, livestream)
- Future dates/plans
- Work with board and committees (Competition Committee and Athlete Advisory Committee)
- Athlete and spectator communication (phone and email)
- Music, entertainment, festival extras
- Budgeting

**Required Skills:** The following skills are required for the position, with a strong, proven work background in all areas.

- Self-sufficient, with ability to develop long-term strategies and manage projects to completion within budget.
- Business computer skills (Word, Excel, email, Web, etc.) with an understanding of Web and graphic management applications (Basic HTML, WordPress, Photoshop, etc.)

**Responsible to:** The position will report to the LWC Board of Directors.

This job description outlines the primary roles and responsibilities. Other duties may be assigned.

Interested candidates should send a cover letter, resume, list of references and relevant work history to Mike.Brown@birkie.com or mail to: Birkie, P.O. Box 911, Hayward, WI 54843 by June 15th, 2022.