



EVENT OPERATIONS COORDINATOR

Grandma's Marathon-Duluth, Inc.

To apply for this position, please send a resume and letter of interest via email to grandmas@grandmasmarathon.com. For other questions or inquiries, please call our office at (218) 727-0947.

SUMMARY

Nationally recognized, Grandma's Marathon is seeking an Event Operations Coordinator to join our dynamic team in Duluth, MN. Our staff is a team of leaders that creates an environment for our participants to reach ambitious, often lifelong goals. We take pride in our reputation as a world class event with small town charm. Our events grew by word of mouth, and we believe that stems from the activation and support of our community. Therefore, strong relationships, smart decisions, and quality work take the lead with everything we do. The Event Operations Coordinator plays a key role in supporting the work of the entire organization by leading or supporting many vital areas of event operations.

PURPOSE: To provide direct support for the Race Director and Program Director for all event operations and logistics of Grandma's Marathon-Duluth, Inc. Furthermore, to provide staff support in the daily operations of the organization, its events, and activities.

EVENT OPERATIONS DUTIES

- Oversee racecourse operations for Grandma's Marathon Weekend and supporting annual events, including course set-up, water stations, and course marshals.
- Serve as primary staff liaison to assigned volunteer committees and captains, including the Water Stations Committee, Racecourse Services, and Course Captains.
- Create and annually update protocol documents for course operational areas.
- Oversee the resident and community notification process for Grandma's Marathon and our supporting events.
- Coordinate and recruit Course Entertainment groups.
- Oversee the Lead Cyclist Team and Grandma's Marathon Pace Team.
- Assist with managing the course clean-up process for Grandma's Marathon.
- Coordinate the procurement and logistics for post-race refreshment products for Grandma's Marathon and YAF events.
- Support Grandma's Marathon emergency planning by coordinating course emergency shelters.
- Assist with coordinating vendors and procuring supplies and equipment for Grandma's Marathon and YAF events.



- Serve as event lead for one or multiple supporting annual race events (Young Athletes Foundation events) as assigned by Race Director.

WAREHOUSE & INVENTORY MANAGEMENT DUTIES

- Along with the Race Director, oversee the organization and inventory management of the Grandma's Marathon warehouse.
- Manage the Grandma's Marathon Lending Library, which loans event equipment and supplies to community events throughout Northeast MN and Northwest WI.
- Oversee the process of event signage requests, inventory and distribution for Grandma's Marathon and supporting events.
- Support Creative Director and Creative Manager on signage design and ordering process as needed.
- Support all Grandma's Marathon and Young Athletes Foundation event logistics with supply packing and prepping, truck loading, etc.
- Assist with the distribution process for volunteer swag and equipment for Grandma's Marathon Weekend.

OFFICE SUPPORT

- Serve as additional support staff in the office, as needed. Duties can include answering phones and emails, pickups and deliveries, cleaning and organization, and other miscellaneous tasks and errands.

ADDITIONAL DUTIES

- Assist in the planning, production, and execution of all Grandma's Marathon and Young Athletes Foundation (YAF) events and activities, including but not limited to Grandma's Marathon, the Garry Bjorklund Half Marathon, William A. Irvin 5K, Whipper Snapper Races, Saint Fennessy 4K, Fitger's 5K, Park Point 5-Miler & 2-Mile Walk, Minnesota Mile, Superior Nightmare 5K, Fit-n-Fun Run, and the Wednesday Night and Saturday Morning at the Races series.
- Travel as needed to other races for staffing expo booths, networking with other race professionals, and attending industry conferences, etc.
- Perform any other necessary duties for the operation of Grandma's Marathon and Young Athletes Foundation, as directed by the Executive Director.



REQUIRED ABILITIES, SKILLS & LICENSES

- Ability to work on feet for multiple hours, be able to lift a minimum of 20 pounds and occasionally up to 50 pounds.
- Physical requirements include sitting, walking, standing, bending, squatting, climbing stairs, kneeling, twisting, lifting, grasping, etc.
- Ability to manage the fast-paced event industry and tolerate last minute change.
- Proficient in Microsoft Office software
- Hold a valid driver's license
- Flexibility to work evenings and weekends, particularly around Grandma's Marathon events

Applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.

In accordance with the Americans with Disabilities Act (ADA), this role requires the stated physical duties. Should accommodation be requested, Grandma's Marathon will evaluate the request and provide reasonable accommodation under accordance of the ADA.

PREFERRED ABILITIES, SKILLS, & LICENSES

- 1-2 years of related work experience in running/endurance events, special events, operations/logistics or other related industries
- Excellent communication and presentation skills
- Demonstrated success at creating planning documents for events or projects (such as maps/site layouts, timelines, inventories, etc.)
- Experience managing volunteers

COMPENSATION AND BENEFITS

- This position is a nonexempt, full-time, hourly position (40 hours/week), and includes a competitive benefits package. Pay range is \$22 to \$25/hour and is commensurate with experience.

As EVENT OPERATIONS COORDINATOR you will be a:

- **Visionary Communicator.** Events are made up of hundreds of details, strung together to create an amazing experience. It takes the talents and expertise of other directors, volunteers, sponsors, and vendors to create these experiences, and you see the big



picture and know what it takes to make it all come together. Relationships are the key to getting it done, so comfortable connections, professionalism and warmth are a natural part of your communication style.

- **Creative Problem Solver.** Events rarely go exactly as planned and our team is always ready to get logistics back on track when they start to go sideways. You have a natural curiosity about how things work, which leads you to want to prevent issues before they even arise. You understand the difference between fires and infernos and react accordingly. You collaborate with others to help make the best decisions in the moment and know how to adjust when things don't quite work out.
- **Focused Executor.** Creating extraordinary experiences doesn't just happen, it takes hard work and dedication to your craft. Everything you do affects our organization, so attention to detail is non-negotiable. Your work can be fast-paced and there are times when you might feel like you're in the trenches, but that's where the magic is at. With prioritization and teamwork, you focus on getting things done quickly and flawlessly. Of course, you're not perfect, so when mistakes are made, you step up, take responsibility and issue meaningful apologies when you're wrong.
- **Servant Leader.** In our business, everything we do is grounded in serving other team members, our volunteers, sponsors, vendors, and our community. Your support of the organization is critical to our success and your drive to help is unmatched. If you see a co-worker in need, you are the first to lend a hand. You set others up for success and have fun doing it.

As your EMPLOYER, Grandma's Marathon will:

- **Listen to you.** We need your thoughts, ideas, and passion to help make this the best team in our industry. You talk, we'll listen.
- **Treat you like an adult.** We will trust you to get the work done in a way that makes sense for you. We measure output and impact. And you'll be surrounded by people equally committed to the mission of the organization and to our events.
- **Challenge you.** We promise you'll be busy, and there will be stress - but you'll also receive great reward for creating experiences that have such a profound impact on other people and our community.
- **Commit to your wellness.** We remain open and accessible, providing a safe, positive, and welcoming environment for your health and success.