

**Position:** Full-Time Event Coordinator

**Location(s):** Columbia, MO

Ultramax Sports has evolved into a full-service active lifestyle company. The company is very diversified and now reaches into virtually all corners of the active lifestyle market. Ultramax Sports offers event production, management, marketing, chip timing services, apparel printing and equipment rentals to more than 150 events each year. The company owns 10 events and services over 150 other events around the region and country. The Ultramax brand ranks among one of the top full-service event production companies in the country.

### **Overview:**

Ultramax Sports is looking for a talented, reliable and organized Event Director to oversee, manage and lead Ultramax owned and assigned contracted events. This position will include but not limited to: sponsorship recruitment & management, city permitting, site planning, vendor sales, volunteer recruitment, marketing, account management, athlete relations, race day execution, community development and course planning. The perfect candidate will be well rounded, hungry to succeed, thrive in a team environment, passionate about the active lifestyle industry, open minded, extremely hard working, and detail oriented.

In order to be effective in this position you will need to learn the company and race operations inside and out. An Ultramax Sports Event Director thrives in a fast paced, team environment but must possess an entrepreneurial spirit. This position is expected to share the long-term vision of Ultramax Sports. You must be willing to contribute to the growth of the company and be willing to help expand the Ultramax Sports brand.

### **Position Summary**

- Manage owned and assigned contracted events from planning to race day execution
- Work with city officials, vendors, police, medical, volunteers and other race personnel to execute a safe and successful event.
- Establish & maintain relationships with cities, municipalities and volunteer organizations
- Manage and adhere to specific event budget(s)
- Assist with marketing campaigns, sponsorship and volunteer recruitment
- Work with warehouse team to secure owned equipment and vehicles necessary for each event
- Provide excellent customer-service via phone and email to race participants
- Provide superior account management to assigned contracted events
- Manage various aspects of race weekend event set-up and breakdown.
- Play an integral role in helping expand the Ultramax Sports brand through development of new races and obtaining new contracts
- Other duties as assigned

## **Requirements**

- Bachelor's degree from four-year college or university; or two years' related experience and/or training; or equivalent combination of education and experience.
- Comfortable working under pressure and in a fast paced environment.
- Must have strong organizational skills with ability to prioritize and multi-task.
- Must be self-confident, resilient and possess a high level of enthusiasm
- Must have well-developed interpersonal skills and the ability to connect to a wide variety of audiences, demonstrating strong communication skills
- Must be proficient in Microsoft Suite products
- Must be willing to learn and develop new skill sets
- Must be self-motivated with a positive mindset and extremely goal-oriented
- Must possess a strong ability to manage one's own time and prioritize tasks when given clearly defined goals and objectives
- Must be flexible, open-minded and a reliable team player
- Must be competent using a computer
- Must be able to work at least 2+ weekends a month during the busy season (March - November)
- Must be able to lift over 50 lbs and be on your feet for long periods of time.
- Must be extremely passionate in active lifestyle events and serving the athletic community.
- Must be willing to travel

## **Working Conditions**

### **Work Environment:**

The Ultramax Event Director will work Monday thru Friday from the Columbia headquarters 40-50 hours a week. Typical working hours are from 8am to 4pm. Depending on the time of season, time off may be taken off during the week for heavy weekend loads. The Ultramax Event Director will be expected to work 15-20+ events per year.

### **Compensation**

Starting salary: \$35,000 - \$40,000+ (depending on experience and skill set)

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the position. Other duties will be assigned as needed. We are a small company and we thrive on openness and flexibility. Ultramax Sports is an equal-opportunity employer. Permanent, full-time team members are eligible for group health insurance, paid time off, paid company holidays, paid cell phone, company outings, paid race entries, use of company vehicles and other benefits.

**Apply Online** at: <http://ultramaxsports.com/career>