

# EVENT OPERATIONS COORDINATOR

## POSITION DESCRIPTION

Pink Gorilla Events is looking for a full-time Event Operations Coordinator to join our small, but mighty event production team. Put your skills to work at a company that aspires to produce the best running events in the Midwest.

## BENEFITS

- » Salary: \$42,000 - \$48,000 per year depending on experience and skills
- » Two weeks starting paid vacation + paid holidays
- » Paid office closures: Week of July 4th, and December 23 – Jan 2
- » Computer provided and mobile phone reimbursement allowance
- » Simple IRA with 3% employer matching

## ABOUT US

Pink Gorilla Events is an independent event production company based in Lincoln, Nebraska and founded in 2008. Over 18,000 people do our events each year and we've received national recognition from Runners World, Running Times, Outside Magazine, Women's Health and more. Our passion is creating unique, large scale hyper-local, signature running experiences that appeal to elite athletes just as much as the casual fun-runner. We pride ourselves on innovation, attention to detail, and creating a great experience for everyone on event day.

Here are our core values. We hope these resonate with you.

- \* We follow the golden rule.
- \* We are independently accountable
- \* We love event day
- \* We serve up a little something special.

## WHAT YOU'LL DO

- » Be an essential part of the team that produces 7-10 running events throughout the year in Nebraska and Iowa.
- » Manage the Pink Gorilla Events warehouse which includes organizing, inventorying, packing, and unpacking of equipment and vehicles in preparation for and following events.
- » Oversee athlete participant packet fulfillment and packet pickup logistics for our running events throughout the year.
- » Manage the shipping of daily run club memberships and online merchandise orders
- » Assist the operations team in the event planning process including coordinating with vendors and volunteer groups as well as completing permit applications and reserving facilities.
- » Be part of the event production team on race weekend. Race weekend event production may involve assisting or managing packet pickup/expo, start line, finish line, racecourse, or after party as well as infrastructure setup/teardown depending on the needs of each event.
- » Manage all equipment rental inquiries from external groups and events
- » This person will work out of our Lincoln, Nebraska office/warehouse.

## ABOUT YOU

- » Two years work experience with event planning, event production, warehouse management or hospitality/tourism
- » Possess excellent organizational skills and can work somewhat independently in an environment that changes throughout the event cycle (computer work, warehouse work, packet fulfillment, event production)
- » Passionate about creating fun experiences for others. Able to thrive under a little event day pressure.
- » Embracing a culture full of people with active lifestyles is where you feel at home
- » You're a team player, quick learner, detail oriented, process driven, and a champion for quality
- » Able to go all-hands-on-deck to get the job done, lifting barricades, loading trucks, and working in all types of weather when needed. We're an outdoor events company after all!
- » Available to work 7-10 weekend events per year. We usually take the following Friday's off after each event.
- » Good communication skills and ability to provide excellent customer service
- » Proven ability to manage volunteer groups and train volunteers or interns on tasks
- » Confident using Microsoft Office and Google Workspace including Excel and Sheets. Able to quickly learn and use appropriate systems to get the job done.
- » Confident driving company vehicles including pickup trucks with trailers as well as rented 26' box trucks.

## APPLY

Send a note telling us why you want the job and your resume to [jason@pinkgorillaevents.com](mailto:jason@pinkgorillaevents.com) by January 20, 2023. We'll contact everyone we want to interview by January 27th, 2023. Start date will be approximately February 13 – March 6.



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