



## Loppet Foundation Event Operations Manager

The Loppet Foundation creates a shared passion for year-round outdoor adventure in the Minneapolis area, focusing on underserved youth and families. The Foundation is fast-paced, high-energy and entrepreneurial, leveraging the various aspects of the Foundation to create a whole that is more than the sum of its parts. Visit [www.loppet.org](http://www.loppet.org) for more information on the Loppet Foundation.

### Event Operations Manager Responsibilities:

- ❖ Manage, maintain and organize all Loppet events equipment. Order new equipment or supplies as needed or in coordination with the Loppet Experience Manager.
- ❖ Plan and lead execution of event staging, delivery, setup, and take down
- ❖ Manage and maintain relationships and contacts with contractors, vendors and critical partners that provide equipment, supplies and services for events.
- ❖ Plan and lead execution of event transportation and parking.
- ❖ Work closely with and facilitate the efforts of lead and general volunteers. Maintain relationships with lead volunteers and assist in overall volunteer management.
- ❖ Work closely with the Director of Events and course design volunteers to create unique race courses. Oversee course marking and cleanup.
- ❖ Work closely with the Director of Events to manage all event permits and traffic management such as MPRB, city agencies, road closures, police, water patrol, food, liquor, music, etc.
- ❖ Work closely with the Loppet Experience Manager and Sponsorship Manager to support relationships with participants, spectators, volunteers and sponsors.
- ❖ Develop and communicate emergency action and communication plans for events
- ❖ Work closely with the Loppet Trails and Operations Crew:
  - Assist Trails Crew with trail maintenance and facility preparation as needed for event courses and venues.
  - Serve as Loppet warehouse (HQ) manager

### Required Knowledge and Abilities:

- ❖ 2+ years of experience in event management or operations role, or other relevant work •
- ❖ Excellent written and oral communication skills
- ❖ Ability to exercise initiative, creativity and independence of judgment
- ❖ Demonstrated commitment to diversity, equity and inclusion and to the Loppet's mission

### Preferred Knowledge and Abilities:

- ❖ Experience with endurance sports, especially nordic skiing, running, mountain biking and other outdoor adventure activities.
- ❖ Demonstrated customer service and community building skills.
- ❖ Experience with budget management.
- ❖ Experience working with google suite, registration platforms, and various event-related apps such as Whatsapp, weather, RaceJoy.

Full Time salaried position (\$49,000 - \$55,000 depending on experience) with competitive benefits and an amazing outdoor adventure workplace located at 1221 Theodore Wirth Pkwy, Minneapolis

**HOW TO APPLY:** Please no phone calls or walk ins. Email resume (preferably in pdf form) and cover letter to Loppet Director of Events, Paul Johnson, [johnson@loppet.org](mailto:johnson@loppet.org) with an e-mail subject that reads "Event Operations Manager Application".