



## Trailhead Events Manager

The Loppet Foundation is about people and a connection to the outdoors and adventure, focusing on underserved youth and families. We think great things happen when people are outside and active, and our work is to make that possible for everyone - inclusive of age, background, or ability.

Our Team partners with the Minneapolis Park & Recreation Board to bring superior and accessible year-round [Recreation](#) to Wirth Park. [Loppet Nordic Racing](#) is a nationally ranked competitive ski team, and we are now building Loppet Cycle Works as a complement in the cycling world. The [Trailhead](#) is a new 14,000 square foot adventure center and home base for year-round outdoor adventure programs. The Trailhead operates rentals to support year-round outdoor activities and is home to Mill Valley Restaurant. Learn more about the Trailhead and the Loppet Foundation at [www.loppet.org](http://www.loppet.org).

**Primary Directive:** To manage efficient event operations of The Trailhead facility and to ensure excellent customer service for events and activities with The Trailhead.

The Trailhead Events Manager reports to the Trailhead Director.

### Primary Duties and Responsibilities:

- Facilitate all Events including permitting, communication and planning for The Trailhead space with the appropriate Loppet staff.
- Serve as a staff liaison between Mill Valley and the Loppet Foundation
- Invoice all events at The Trailhead.
- Maintain Events calendars.
- Facilitate High School ski team trail passes and race permits. Coordinate Trailhead weekly communication to the organization.

### Other Duties and Responsibilities

- Events
  - Manage customer driven Trailhead events through strong customer relations and communication. These events include ski races, bike races, weddings, corporate meetings, fundraisers, tubing hill birthday parties, and other events.

- Manage Trailhead events calendars and build a creative environment that weaves together our mission and perspectives of all visitors to the park, building community within the Trailhead
- Maintain strong relationships with the MPRB and its staff, Trailhead staff, concessionaires and vendors, and other partners in the community to effectively operate the Trailhead's event operations, and to create new Trailhead events/activities as needed.
- Maintain a strong working relationship with Mill Valley
- Be on site to facilitate and staff Trailhead events, conduct customer tours and support general Trailhead operations.
- Accounts Receivable
  - Manage timely and accurate invoicing
    - Permits
    - High school ski passes
    - Sponsorships
    - Trailhead Leases
  - Manage recurring membership payments.
  - Monitor open invoices and collections of invoices.

#### Required Skills/Qualifications

Experience with scheduling software and registration systems  
 Proven communication skills and exemplary customer service background  
 Familiarity with invoicing and accounting systems  
 2-5 years event management and/or building operations experience.

#### Preferred Skills/Qualifications

2-5 years supervisory experience  
 Passion for the outdoors  
 Experience working in a diverse environment

Salary Range: \$40,000 - \$45,000

The position is full time and salaried. The job offers a benefits package including health insurance, paid time off, and sick leave. Schedule will include weekend and/or evening hours. At the Loppet, you will enjoy a flexible work environment, discounts on events and classes, and being part of an enthusiastic and passionate team. Applications will be evaluated on the basis of relevant experience and qualifications. Final hiring is contingent upon the applicant passing a background check.

The Loppet is an equal opportunity and affirmative action employer and provides equal employment opportunities to all employees and applicants for employment without regard to

race, color, creed, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, marital status, or genetics.

Send a cover letter and resume via email to [hr@loppet.org](mailto:hr@loppet.org) with Subject "Trailhead Events Manager."