



Part-Time Event Timer

Big River Race Management (BRRM) has an immediate employment opportunity available for a professional, part-time Event Timer. BRRM is a full-service timing and management company that works with over 175 event per year. BRRM uses ChronoTrack Systems timing equipment and ChronoTrack Live and Runscore race timing software. The position is based out of our St. Louis area office managing the race registration and timing of BRRM owned and supported events. We are looking for a passionate, detail-oriented, computer & technology savvy person with the desire to help grow our event timing business, and help take it to a new level. Candidates should have strong customer service skills, a high degree of computer expertise, a broad knowledge of setting up networks, database management skills, be highly organized and a self-starter. Candidates must be comfortable working independently and as a member of a team. Strong and proven communication skills are necessary, both oral and written. Applicants should be comfortable and thrive in a fast-paced and sometimes stressful environment.

This position requires the ability to work on various weekends throughout the year and opportunities for travel are available. Training will be provided for specific responsibilities; however applicants must be eager and capable of learning software programs and technology on their own. Familiarity with the running, triathlon, obstacle racing is a plus. The part-time Event Timer will work in a team environment and report to the company VP of Race Scoring and Registration.

Responsibilities Include:

- Manage timing function through the entire process: including race number assignment, race day timing functions, posting/confirming results, post-race management of timing inquiries and errors, and finalize results.
- Assist with course marking and management for smaller events.
- Communicate with event organizers as a consultant to ensure a well organized and smooth event
- Knowledge and understanding of all applicable USATF and BRRM Rules of Competition as they relate to timing.
- Success in the above areas requires cross-functional relationships with other key members of the BRRM team.

Qualifications:

- College degree preferred
- Race timing/scoring experience is a plus.
- Must be a self-starter and possess the ability to work both independently and as part of a team.
- Excellent communication skills, written and verbal.
- Strong customer service skills.
- Must be highly organized and able to prioritize and manage multiple projects at any given time.

- Excellent decision making skills, including when working under pressure.
- Strong computer skills with the ability to quickly troubleshoot problems
- Proficiency in Microsoft Office Suite, especially Microsoft Excel.
- Ability to manage and manipulate large amounts of data, in various formats.
- Basic knowledge of HTML web design is a plus
- Ability to travel is a plus
- Must be available to work weekends, select holidays, and extended hours as needed.
- Creativity and passion for the BRRM mission.
- Demonstrated commitment to running, physical fitness, and an overall healthy lifestyle.

This is an exciting opportunity to work in the event business with opportunities to grow. Qualified candidates are encouraged to email a resume and cover letter to jenh@bigriverrunning.com. No phone calls please.