



Project Manager: Timing and Registration

Big River Race Management (BRRM) has an immediate employment opportunity available for a professional, full-time Project Manager. BRRM is a full-service timing and management company with offices in St. Louis, Chicago and New York that works with more than 400 events annually including road races, triathlons, OCR events, cross country and track and field meets. BRRM uses ChronoTrack Systems and Finishlynx timing equipment and various timing and scoring software. The position is based out of our St. Louis office and involves managing race registration, timing and some management of both BRRM-owned and community events BRRM supports. We are looking for a passionate, detail-oriented, computer & technology savvy person with the desire to be a part of a team of dedicated event professionals. 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 at times stressful environment.

This position requires the ability to work approximately 35-40 weekends a year and travel approximately 8-12 weekends per year. 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, track and cross country is a plus. The Project Manager: Timing and Registration position will work in a team environment and report to the company's Senior Project Manager.

Key Responsibilities:

- Provide timing and scoring to client specifications, ensuring timely, accurate results are provided while providing world class customer service.
- Communicate with event organizers on a regular basis providing consultation when needed to ensure a well-organized and successful event
- Build and manage online registration to client specifications, ensuring all events are fully operational and provide users with seamless experience.
- Oversee registration operations for events including bib assignment and packet pick-up operations.
- 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.
- Provide participant media and photography services for select clients.
- Assist with course marking and management for select events.
- Coordinate personal travel to and from out of town events.
- Success in the above areas requires cross-functional relationships with other key members of the BRRM team.

Qualifications:

- College degree preferred

- Must have driver's license and clean driving record
- Race/meet 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.
- Excellent 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
- 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.

Benefits:

- Salary based on qualifications
- Paid time off
- Health insurance (100% employer covered)
- IRA with employer match
- Annual year-end bonus
- Annual profit sharing bonus
- Flexible work hours

This is an exciting opportunity to work in the event industry with opportunity to grow. Starting salary is based on industry experience. Qualified candidates are encouraged to email a application including resume, cover letter, and salary requirements to amanda@brrm.com. Applications are due not later than June 20, 2021. Project manager should expect a starting date of August 1, 2021. No phone calls please.