



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 hundreds of events per year. BRRM uses a combination of ChronoTrack hardware, Athlinks Live Results, FinishLynx Fully-Automatic Timing equipment, MeetPro, and RunScore to handle all the needs of our partnering events. The position is based out of our St. Louis office, with travel required to and from the event site. 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 a strong passion in running, 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 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 running, triathlons, bike races, cross country, and track and field is a plus. The part-time Event Timer will work in a team environment alongside our staff at events.

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, MSHSAA, USAT 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.
- Ability to lift 50 lbs.
- Must be flexible and able to adapt to rapidly changing situations or tasks as events go on
- 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
- Must be available to work weeknights, 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. Starting wage is based on industry experience. Qualified candidates are encouraged to email a resume, and cover letter to amanda@brm.com