



Track and Field Meet Manager: Timing and Scoring

Big River Race Management (BRRM) has an immediate employment opportunity available for a professional, part-time or full-time seasonal Track and Field Meet Manager. BRRM is a full-service timing and event management company that works with over 150 events per year. BRRM uses FinishLynx Fully-Automatic Timing equipment along with MeetPro scoring software. 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 travel and the ability to work evenings during the week approximately 12 PM to 9 PM, and on weekends approximately 6 AM- 4 PM during the Spring outdoor Track and Field months. 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, cross country, and most importantly track and field is a plus. The Track and Field Meet Manager: Timing and Scoring position will work in a team environment and report to the company Director of Scholastic Events.

Responsibilities Include:

- Picking up and dropping off track timing equipment from the BRRM office.
- Independently set up track timing equipment on site.
- Attend all meet coaches' meetings, representing a positive image for BRRM.
- Take all team scratches, and be able to re-seed track events as needed on the fly.
- Effectively and efficiently be in communication with the starters, meet host, and meet clerks to ensure the meet runs as smoothly, efficiently, and professionally.
- Responsible for the timing and scoring of all meet heats, entering field event results into the scoring software, pushing all event results live online, and printing off results as needed.
- Ability to troubleshoot any issues, and make adjustments on the fly.
- Knowledge and understanding of all applicable USATF and MSHSAA Rules of Competition as they relate to each sport (Cross Country vs Track and Field).
- 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.
- Knowledge of Track and Field competition is needed (preferably as an athlete or coach).
- Must be a self-starter and possess the ability to work both independently and as part of a team.
- Ability to lift 50 lbs.
- 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 with great attention to detail.
- 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.
- Must be available to work weeknights and weekends

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 by December 17, 2021. No phone calls please.