

Job Description

Hermes was founded in 1981 and has built a reputation as Northeast Ohio's premier race management company. Throughout the area, Hermes produces and manages programs on behalf of hundreds of local and national businesses and organizations. Hermes is named for the winged-footed messenger god of classical mythology.

Be a part of the excitement that our races bring to the community and the charitable organizations we serve!

FULL TIME – RACE MANAGER

Job Description

- Secure signed contracts with our clients
- Maintain race duty checklists for each event
- Communicate with race contact throughout the relationship until the race recap
- Acquire event permits by working with local authorities
- Produce race website and online documents such as course maps and PDF entry form
- Oversee and execute the distribution of all marketing materials
- Manage the client database and participant registrations
- Procure all equipment and services needed including t-shirts, post-race foods, etc.
- Scheduling of the onsite event staff
- Manage all event logistics such as registration, volunteers, set up and tear down
- Management and inventory of all equipment/supplies
- Managing event budgets, financial reconciliation, and post-race event recap

Requirements

- Bachelor's degree
- Excellent communication skills
- Highly organized and experienced in multi-tasking
- Passion for events
- Available to work normal business hours plus weekend hours

For Race Manager Inquiries contact Adam at apetrovic@hermescleveland.com