



City Chase USA – www.citychaseusa.com

Role: MARKETING AND PRODUCTION MANAGER

Category: MARKETING AND PRODUCTION

Salary: Negotiable – BASED ON EXPERIENCE

Other: FULL TIME – TRAVEL REQUIRED

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The World's Largest Urban Adventure Race Series is looking for creative, driven and dynamic marketing and event production professionals who are detail-oriented relationship builders to assist a national US event series. The position will be full-time and will include assisting with marketing/promotional planning and production of 11 events across the US in cities like Chicago, New York City, Boston, Philadelphia, San Diego and San Francisco. Extensive travel will be required including being in market during all events.

Responsibilities will include, but not be limited to, assisting with marketing and event production, sourcing, and managing regional staff and equipment, and performing administrative and event production duties as required. You will work directly with the current operations and management staff.

- Fulfillment and execution of Marketing Partnerships (National and Regional)
- Assisting with management of Regional Managers and Regional Staff (ensuring deadlines are followed)
- Management of Volunteer sourcing and communication
- Assistance with design and execution of the events including:
 - Sourcing of National Event Equipment/Storage/Shipping strategy
 - Management of event production materials
 - Selecting Regional Marketing Partners and distributing promotional materials
 - Providing ongoing Internal Reporting and Communication (includes Management of Critical Path and Budget)
- Assisting with managing the Participant Communication process/website/database
- Managing Feedback - staff, participants, venues

The qualifications possessed by the applicants should be:

- Highly motivated leader
- Minimum of 2 years in events and marketing
- Flexibility with regards to working hours
- Proven track record in contract negotiations
- Ability to communicate effectively with all levels of staff including management, executives and to staff in various departments
- Ability to multitask
- Ability to maintain composure and remain professional under trying circumstances