

## **Ski Train Operations Director Job Description**

For more information about Ski Train, visit [www.anchoragenordicski.com/events/ski-train/](http://www.anchoragenordicski.com/events/ski-train/)

- Position is part time and seasonal; pay is a stipend TBD depending on experience and eligibility.
- Work directly with Ski Train Marketing Director, NSAA office and volunteer team
- Experience on the Ski Train as a participant preferred
- Strong communications and organizational skills required

### **General Event Duties**

- Preseason Duties (August and September)
  - Communicate with Alaska Railroad on event details
  - Establish mission, goals and objectives of Ski Train with Ski Train Marketing Director, NSAA staff and volunteer input
  - Communicate with Ski Train Marketing Director and NSAA staff areas of opportunities and improvement as well as past successes
  - Assist in Ski Train budget and ticket pricing structure
  - Provide input to Ski Train Marketing Director to social media plan
  - Assist in seeking sponsorships and community partners
  - Assist in facilitate finalization of Ski Train logo
- Event Duties (October – March)
  - Communicate and assist in sponsorship details to ensure needs are met
  - Assist in promoting Ski Train at NSAA Annual Meeting and other venues
  - Work with existing merchandise team and NSAA staff for design, history, vendor options and order
  - Work with Ski Train Marketing Director to incorporate event lessons learned and new ideas
  - Communicate with Alaska Railroad on event details
  - Oversee Ski Train volunteer team for:
    - Boarding/manifest
    - Food car
    - Merchandise
    - Loading/unloading
    - Anchorage Nordic ski patrol, polka band, security staff
  - Assist in monitoring event expense budget
- Post Season Duties
  - Assist in surveying participants
  - Note opportunities for improvements for next year
  - Assist in review final program budget