

Tour of Anchorage Event Director Description

The Tour of Anchorage is a community event that attracts over 1000 skiers, both recreational and competitive, to ski a 25k Freestyle, 25k Classic, 40k Freestyle, or 50k Freestyle event across Anchorage trails.

This role will include overall responsibility for organizing the Tour of Anchorage event. This event is held on a Sunday in early March, historically the day following the ceremonial Iditarod start. For more information visit www.tourofanchorage.com.

- Position is part time and seasonal; pay is a stipend TBD depending on experience and eligibility.
- Working with the NSAA Program Manager
- **This event has well-documented role information and a timeline.**
- **This role will include support from the NSAA office, NSAA operations, and a race committee.**

General Race Duties

- Making advance race arrangements
- Publicizing the race
- Recruiting the committee and instructing volunteers
- Managing the race on race day

Race Management

- Help organize and manage event committee
- Help manage inventory, design, purchase and distribution of all race materials, including shirts, medals, signage, etc.
- Help oversee all logistics, including oversight of timers, graphic designers, race volunteers and committee members
- Help handle all events-related paperwork and communication, including permits, fire, parks, etc.
- Oversee event sponsorship fulfillment and in-kind donors
- Help with developing and executing a media plan to communicate through social media, websites, eBlasts, local calendars, and printed material.

Competencies

- Organization
- Leadership
- Delegation
- Team Working
- Problem Solving
- Communication

Requirements

- Experience in Events Management
- Working knowledge of racing, preferably ski racing
- Willingness to learn from former directors and other volunteers