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# Operations Manager

## Position Description

The operations manager is responsible for the setup of the infield, start/finish areas, pitzone, and parking. They are heavily involved in pre-event planning, post-event follow-up, and in some year-round planning. On the event weekend, they manage event staff and volunteers as they set up and run the event. They support the event director in creating safe, fun events for all attendees that maintain NICA's risk-management culture and event-production best practices.

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## Key Responsibilities

- Manage all event weekend equipment
- Organize and load/unload the event production vehicle or assist in this task
- Develop infield maps
- Organize and direct all in-field tasks in conjunction with the event director
- Manage event weekend volunteers in the field and parking
- Assist the event director in managing the event timeline
- Respond to unpredictable challenges, incidents, or emergencies
- Survey the infield to NICA dimensions for start/finish, pitzone, etc

## Key Qualities

- Committed to the mission, vision, and core values of NICA
- Personable and collaborative
- Managerial experience
- Organized
- Attentive to detail
- Problem solver
- Planning and logistics experience
- Experience working with volunteers

## Commitment

- Attend every event weekend
- Available for planning meetings during the weeks preceding the season and individual events
- Ideal commitment is 3+ seasons

## Compensation

- Any required travel by NICA National will be reimbursed.
- A modest stipend is provided, depending on the yearly budget