



TUXEDOBROTHERS EVENT MANAGEMENT

Tuxedo Brothers Event Management - Office/Event Manager Position

Part-time position – estimated 15-20 hours per week.

Flexible during first part of week – mostly needed for Friday / Saturday events.

Job Description, Duties, and Responsibilities:

The Office/Event Manager is mainly responsible for the preparation of registration materials for Tuxedo Brothers events. Position ideal for a confident individual with outgoing customer-facing personality. Strong organization skills desired with ability to work well independently. Must be computer proficient in MS Word, Excel and familiar with internet and social media applications. Specific duties may also include:

- Supervising packet pick up at remote location – usually on Friday (afternoon/evenings) and Saturday mornings.
- Pick up and process all in-coming mail into web-based database.
- Assemble and complete bank deposits as appropriate, after each event.
- Enter credit card charges into credit card system and track on Excel spreadsheet.
- Complete miscellaneous event errands including but not limited to: picking up banners, delivering entry forms, picking up awards, etc.
- Prepare mailings to sports related outlets including applying mailing/return address labels, stuffing envelopes, purchasing and application of postage, and shipping.
- Maintain and purchase office supplies as needed (*driving to Office Depot*)
- Attach timing devices and other labels to race event bibs as needed for each event.
- Scan in timing tags and prep for events on weekly basis.
- Supervise and lead groups of volunteers as needed at each event.
- Support Timing team at each event (providing tick sheets).
- Coordinate and recruit volunteers for many events.
- Track in-coming invoice payments for event services and sponsorships.
- Help market events through news releases and other promotional avenues.
- Any other administrative support as requested.

Job office is in Zionsville (home office setting for 2-3 employees)

Compensation: \$15 per hour - \$20 on weekends.

Note: There are no health benefits with this job.

Contact: Don Carr, Tuxedo Brothers – 317-733-3300
don@tuxbro.com