



JOB TITLE: Event Operations Assistant

REPORTS TO: Senior Vice President Event Operations and Assistant Manager Event Operations

POSITION TERM: Full-Time

START DATE: Immediately

QUALIFICATIONS:

- Interest in a career in Event Planning and/or Motorsports
- Hospitality, Event planning and/or Motorsports Background
- Excellent written and verbal skills
- Experience with Office 365
- Professional phone etiquette and customer service skills
- Well organized with an eye for detail
- Ability to work independently with minimal supervision and as part of a team
- Ability to work on multiple projects at one time in an efficient manner
- Available to work overtime and weekends
- Professional Dress attire required

JOB DESCRIPTION:

The selected candidate will work as part of the Event Operations Department for WeatherTech Raceway Laguna Seca, working directly with members of the Event Operations staff on various event fulfillment and operations. Duties will include, but are not limited to:

- Work with Event Operations team to fulfill all supplier credential requests
- Assist in the fulfillment of Corporate Hospitalities, including: follow-up calls, issuing and mailing credentials, signage presentation and placement, and other as needed requirements
- Assist in the planning and implementation of promoter testing day activities; including sending confirmation of registration, logging participants, and assisting with on-site registration
- Assist in ensuring that all incoming event beverage product is properly inventoried and entered into the Point-of-Sale System, working closely with the Concessions Committee and the Event Coordinator during race week
- Assist in the placement of Supplier Trailers and other equipment associated with Food & Beverage Areas
- Assist Event Operations team in gathering required information for the Corporate Expense breakdown after every race
- Site visits and selling of the Lakebed Area, Island, and Hospitality Pavilion as well as other park areas to increase awareness and revenue

Event Duties

- Assist with different aspects of event planning; ordering equipment, facilitating meetings, other duties as needed
- Assist with issuing and mailing credentials and car passes for each event
- Assist with on-site hospitality and vendor area inspections
- Assist with event tasks; answering questions, ordering and processing services, other duties as needed
- Assist with the processing of golf cart orders, paddock camping reservations and confirmations

General Duties

- Assist in day-to-day office tasks; answering phones, copying, filing and other general office administration
- Maintain Insurance Certificate database. Know event insurance requirements, confirm certificate meet requirements, notify your supervisor of the certificate and file electronic and hard copies.
- Assist with inventory of wristband, television, and signage.
- Assist with incoming service and product orders, following-up and answering client questions and sending confirmations
- Assist with entering data into QuickBooks, invoicing clients; manage department purchase orders, processing invoices
- Assist with post event reporting
- Maintenance of clean, organized work area

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