



Operations Associate

JOB DESCRIPTION

At Capstone Event Group (Capstone), we believe that every runner who gets to the start line has a unique story... a unique reason for being there. Our events enable memorable experiences that spur positive, lasting change in people. We exist to build and steward a portfolio of running events that are indispensable parts of their respective communities.

Capstone currently owns and operates the Resort Races Collection, Race 13.1 Half Marathon Series, Charleston Half Marathon, City of Oaks Marathon, Myrtle Beach Marathon, Hamptons Marathon, Vancouver Sun Run, Bay to Breakers, Tarheel 10 Miler and Bull City Race Fest.

We're searching for someone to join our operations team who can make our events even more indispensable to their respective communities by planning the race logistics and creating the experience our runners have come to expect. Operations Associates are fundamentally strong relationship managers and project managers who can effectively direct resources, balance multiple priorities, and produce extraordinary events that stay within budget.

Capstone offers employees a high degree of autonomy and flexibility, as well as the potential for advancement as the company grows. The responsibilities for this position include:

- Develop and maintain relationships with city officials, police departments and host properties to obtain event permits and approvals.
- Work with police, medical and event partners to design and implement traffic control and safety plans.
- Identify opportunities to improve the race weekend experience, as well as recognize and mitigate potential risks.
- Source and oversee event contractors and vendors to ensure proper delivery of services on time and within budget.
- Design and implement labor plans for CEG staff (full time, part time and interns) who assist on race weekend.
- Oversee the recruitment of volunteers required to successfully execute each event.
- Organize and maintain race equipment in Raleigh storage facility.

The salary range for this position is \$50,000-\$55,000 per year.

REQUIREMENTS

- Fit with company culture – we will evaluate this closely if we have the opportunity to meet you
- Comfort in a dynamic, frequently evolving environment
- Ability to work in Raleigh office
- Capable of lifting 50 pounds and working in an outdoor setting
- Weekend travel required (7 – 10 weekends per year)

Application and Nomination

Review of applications will begin immediately. To complete your application, please click [this link](#). Then follow the instructions on the screen, and select "Operations Associate" in the field labeled "Job". Only completed applications (with cover letter and resume) will be considered.