

EXPRESSIONS OF INTEREST SOUGHT EVENT MANAGER AND RACE DIRECTOR

An experienced consultant is sought by the Cairns Crocs Triathlon Club Inc to undertake event and project management including race directorship for their upcoming Tri Port Triathlon (including a half Iron distance triathlon) to be held early September 2013.

Key deliverables include the development and delivery of a comprehensive event plan inclusive of an event budget, strategic communication, marketing and promotion, sponsorship attraction, participant attraction, event management including pre-race permits, sanctioning etc. and race directing. Post the event, a final report is to be completed inclusive of recommendations for the 2014 event.

The event plan is required to be developed by mid July 2013 and signed off by the Cairns Crocs Triathlon Club Inc Committee. The period of engagement commences 10 July and ends upon acceptance of the final event report for the Committee in September 2013.

The value of the contract is \$2000 (plus GST) which will be paid in instalments based on key deliverables agreeable by the consultant. An additional bonus, based on participant numbers will be paid and is to be developed and outlined in your expression of interest and discussed at time of interview.

Please forward your Expression of Interest to Cairns Crocs Triathlon Club Inc info@cairnscrocs.org.au by COB 8 July 2013 inclusive of:

- A condensed copy of your CV demonstrating relevant experience
- A proposal addressing the selection criteria and your suggested bonus structure

KEY DELIVERABLES

- In consultation with the Cairns Crocs Triathlon Club's Committee, develop and deliver of a comprehensive event plan inclusive of an event budget, strategic communication, marketing and promotion, sponsorship attraction, participant attraction, volunteer management, sanctioning, police and council permits, prize giving event and risk management.
- Submit fortnightly updates to the Committee via e-mail and present an event progress plan update at the Committee's monthly meetings.
- Race direct the Tri Port Triathlon and ½ Ironman distance Triathlon including: race course mapping and set up, race briefing, co-ordination of water safety, permits, risk management, first aid, course marshalling, recovery area/food and coffee vendors, sponsorship negotiations and management, negotiation with local Council, Triathlon Queensland, Police, local Surf Club and first aid providers.
- Post the event; complete a final event report inclusive of recommendations for the 2014 event.
- Professionally manage and respond to enquiries on behalf of the Cairns Crocs Triathlon Club from the Committee and public – over the phone and face-to-face.
- Ensure miscellaneous administrative duties related to the project including data entry, template and process development as required by the Committee for continuity purposes and record keeping.

SELECTION CRITERIA

MANDATORY

- Demonstrated experience in Triathlon management and/or event management and the capabilities to deliver key deliverables.
- Excellent communication, organisation and reporting skills.
- Excellent computing skills and attention to detail.
- ABN registered.

DESIRED

- Knowledge of the Cairns Crocs Triathlon Club's operations
- Understanding of Triathlon Queensland's sanctioning, safety and race rules