



POSITION TITLE: National Events Manager
REPORTS TO: Senior Director of Events and Officials

POSITION SUMMARY:

Reporting to the Senior Director of Events and Officials, the National Events Manager manages all aspects of USA Archery's (USAA's) events including, but not limited to U.S. Team Trials, United States Archery Team (USAT) series, national and regional events to include management of the event bid and award process, scheduling, sanctioning, registration, event results, awards, national and world records, fiscal budget planning, reporting, customer service and overall event experience.

KEY DUTIES AND RESPONSIBILITIES:

- Solicits event bids to CVB's, sports commissions, Local Organizing Committees, USAA State Associations, and Clubs to identify, review and select future event organizers.
- Coordinates with USAA staff and contractors to ensure event format, scheduling and aims to minimize event overlap with other archery organizations.
- Prepares and administers contracts, event and/or promoter agreements necessary to execute successful events.
- Responsible for oversight of USAA event organizer materials to include event registration packets, event website information and overall event promotion and maintaining the overall brand integrity of all USAA events in coordination with USAA staff.
- Manages all logistics and coordination for the Target Nationals and JOAD Target Nationals, and all other "USAA-run events" and U.S. Team Trials.
- Implements USAA accessibility and inclusion procedures to make sure all events, to include common areas, are ADA accessible and compliance with USAA policies and procedures.
- Manages USAA and World Archery event sanctioning requests.
- Ensures all world, national and state record claims are submitted for recognition and posted online in a timely manner.
- In collaboration with USAA staff ensures that the Athlete Safety Procedures for Event Organizers and Accessibility Procedure policy is effectively implemented across all events.
- Works toward the overall sustained profitable growth and consistent brand management of USAA events at all levels.
- Manages all aspects of the event experience in coordination with our event organizers, athletes and officials and ensures timely customer feedback surveys are provided following each event to make future improvements.
- Submits official records, results, and scorecards to the USAA office per USAA's document retention policy.

- Ensures USAT and national rankings are calculated per the USAT Qualification procedures, National Ranking System and Para National Ranking System and updated in a timely manner and documented.
- Assists with coordinating the shipment and placement of USAA merchandise, awards, sponsor banners and other promotional materials at events.
- Makes sure all cash prize and sponsor contingency checks are filled out and available for podium pictures and promotion to include proper documentation complete in accordance with USAA finance procedures.
- Manages the shipment, registration, maintenance, and inventory of all USAA event equipment.
- Collaborates with the Senior Director of Events and Officials for the development and implementation of the annual event budget to include finding solutions to make events individually profitable.
- Responsible for the management of the scoring team activities and any Wi-Fi or other needs related to live scoring and/or live broadcast.

TECHNICAL REQUIREMENTS:

- Current U.S. Center for SafeSport training.
- Current and clear USAA Background screen.
- Ability to multi-task on the oversight and administration of several events simultaneously.
- Previous experience planning and executing large events over multiple days utilizing paid staff, contractors, and volunteers, preferred.
- Proficient with Microsoft Office and Dropbox.
- Ability to work nights and weekends during peak event season.

OTHER DUTIES

- Carries out supervisory responsibilities in accordance with USAA's policies, procedures, and applicable law of event contractors.
- Fields general email and phone inquiries
- Maintains program records and historical data
- Attends required USAA staff meetings
- Other duties as assigned

TOOLS/EQUIPMENT:

- Standard Office Equipment
- Able to assist with all aspects of outdoor target event set-up and tear down. Includes lifting 50-75 lbs.

WORK LOCATION AND TRAVEL:

- Colorado Springs or Remote Office Location
- Travel to national events (peak event time April to October)

COMPENSATION: \$60,000 to \$70,000. This position is exempt.

ELIGIBLE FOR ANNUAL BONUS: Yes

BENEFITS:

- Paid Vacation

- Paid Sick Leave
- Paid Time Off
- Employer contribution toward Medical, Dental, and Vision insurance coverage
- Employer paid Basic Life Insurance and AD and D (\$100,000 coverage), 60% Short-Term and Long-Term Disability
- Health Care and Child Care Flexible Spending Account
- Health Savings Account if enrolled in certain high deductible medicals plans
- Simple IRA participation following qualifying period (Currently employer match up to 3% salary of salary)
- Eligible to enroll in other supplemental/voluntary coverage

APPLICATION PROCESS:

Send Cover Letter and Resume to:

Andy Neville, Senior Director of Events and Officials

Email: aneville@usarchery.org

Deadline for Resume Submission: The full-time position will remain open until filled.

We do not discriminate on the basis of race, religion, national origin, gender, sexual orientation, age, handicap, or veteran status. All qualified applicants will be given equal opportunity. Selection decisions are based on job-related factors.