



## USA Climbing National Events Manager

### ***About USA Climbing***

USA Climbing is the National Governing Body for the sport of competition climbing in the United States. Our mission is to support the well-being, development, and competitive excellence of our athletes as we advance the accessibility and growth of the climbing community nationwide..

### ***Position Summary***

The National Events Manager position is responsible for the oversight, organization, and implementation of USA Climbing and International Federation of Sport Climbing (IFSC) events held in the United States including IFSC World Cup, IFSC Continental, and USA Climbing National events in Adult, Youth, Paraclimbing, and Collegiate disciplines. This position will lead the USA Climbing events team ensuring high quality events at all levels.

**Location: USAC National Headquarters – Salt Lake City, Utah**

**Reports to: VP of Sport**

### **Responsibilities**

- Chair Local Organizing Committees for IFSC Events hosted by USA Climbing
- Serve as the primary liaison for National Events to local organizers ensuring consistency, and quality across all National events
- Oversee and implement the National event RFP process
- Develop and Implement USAC internal processes and checklists to ensure event requirements are met
- Effectively oversee, manage, and develop a high performing events team to deliver consistent, high quality events
- Work closely with USA Climbing National and Regional Coordinators, Judges, Routesetters, gym owners and event volunteers ensuring cross function communication and awareness
- Work closely with event broadcast and production teams
- Collaborate with USA Climbing staff in the selection of National event locations
- Maintain inventory, shipping and receiving of National event materials
- Communicate with National event organizers/host facilities and other primary stakeholders
- Management of all National event host agreements, including creation, distribution and collection
- Communicate championship results in a timely manner
- Management of National event registration processes, including but not limited to, creation of registration forms, athlete invitations, registration lists and the overall qualification processes
- Improve upon previous National events in spectator engagement, athlete experience and overall execution, including with respect to applicable USA Climbing goals for diversity, equity and inclusion
- Scheduling of all National events
- With CEO and VP of Sport establish National championship budgets and operate within said budgets
- Work with onsite personnel on specific site requirements including but not limited to lighting, signage, sponsor booths, PA systems and site cleanliness
- Oversee and participate as needed in all site setup and cleanup
- Management of awards and award ceremonies
- Perform other responsibilities as assigned

To apply for this opportunity, please send your resume and a cover letter to [kyle@usaclimbing.org](mailto:kyle@usaclimbing.org).

#### **Required Skills**

- Experience in large event management
- Self-motivated with a positive and professional work ethic
- Passion for the sport of competition climbing
- Excellent written, verbal and interpersonal skills
- Proven organizational skills with the ability to manage numerous projects at once
  - Project management and time management
  - Meeting coordination
  - Event planning and management
  - Attention to detail
- Creative problem solving
- Ability to work weekends
- Ability to travel
  - Attendance at all National championship events
  - Up to and occasionally in excess of one (1) week at a time

#### **Preferred Skills/Qualifications**

- Bachelor's Degree or equivalent experience
- Extensive experience with MS Office programs
- Extensive industry experience
- Extensive knowledge of climbing competition formats

#### **Compensation / Other:**

- Salary commensurate with experience
- Vacation / Paid Time Off included
- Inclusion in USAC benefits package (Health/Vision/Dental, IRA)
- "Pro Deals" with participating companies
- Position involves travel and some evening and weekend work during events

**USA Climbing supports diversity, equity, and inclusion in all its forms and strives to incorporate diversity, equity, and inclusion into all it does, including its hiring practices.**