

ITU World Triathlon Bermuda 2018

Job Positions and Descriptions for Bermuda Triathlon Association:

1. Start & Finish Site Management
 - 3-4 pre event meetings plus up to 5 conference calls
 - 6 full days from Tuesday – Sunday around event weekend
 - Support of Operations Director Mike Wilde in pre-planning
 - Main contact person for all contractors building facilities, bringing equipment in this area
 - Head of start and finish logistics during event days

2. AG Transition Management
 - 3-4 pre event meetings plus up to 5 conference calls
 - 4 full days from Wednesday till Saturday during event weekend
 - Support Operations Director Mike Wilde in pre-planning
 - Main contact person for all contractors building facilities, bringing equipment in this area
 - Supervision of transition flow during AG events

3. AG Bike Course Management
 - 3-4 pre event meetings plus up to 5 conference calls
 - 3 full days from Thursday till Saturday
 - Support Operations Director Mike Wilde in pre-planning
 - Supervision of allocated volunteers to secure, close roads
 - Main contact person for police to coordinate road closures and safety during event day

4. Equipment, Material, Storage, Fleet Manager
 - 3-4 pre event meetings
 - 5 Full days from Tuesday – Saturday around event weekend
 - Head of event equipment warehouse incl. all necessary logistics
 - Coordinating, controlling and assigning all vehicles and scooters needed for the event organisation.
 - Main contact during event week for vehicle coordination and requirements. Control and documentation of vehicle quality.
 - Accident management
 - Coordinate with sponsor partner (Butterfield & Vallis?)

5. Head of Elite and Age Group race TO's
 - 3-4 pre event meetings
 - 4 Full days from Wednesday – Saturday around event weekend
 - Coordinate TO plan with ITU
 - Fill TO positions with qualified people from Bermuda and abroad
 - Main contact person for all TO's during event weekend

6. Look, Branding Manager
 - 3-4 pre Event meetings

- 3 Full days from Thursday – Saturday around event weekend
 - Work out branding plan with commercial and operations director
 - Handle assigned branding team and execute branding plans
 - Handle and execute course marking on Thursday
7. Hospitality, VIP and Medal Ceremony Manager
- 3-4 pre Event meetings
 - 3,5 Full days from Wednesday afternoon – Saturday on event weekend
 - Leading VIP-Area and assigned staff/volunteers. Handle reception and special ticket request during event weekend. Coordinate decoration and food & beverages coming from contractors.
 - Manage medal ceremonies: rehearsals, information to announcers, walk-in set-up, handling medal presenters
 - Separate from event agency (set-up, deco, chairs, catering, etc)
 - Needs to know ITU & locals (e.g. rules whether coaches allowed into VIP zone...)
8. Shuttle-Service, Transportation Manager
- 3-4 pre Event meetings
 - 5 Full days from Tuesday – Saturday around event weekend
 - Coordinating shuttle team to handle airport transports plus ITU VIP Shuttle service
 - Main contact during event week for pick-up schedule and changes incl. preparing pick-up lists
9. Registration Key Team
- 3-4 pre event meetings
 - 3 full days from Thursday till Saturday around event weekend
 - Support Event Services Director Maja Janzen in pre-planning
 - Supervision for build up of registration area
 - Supervision of allocated volunteers for this area
 - Main contact person for participant questions and late registration management
10. Info Points, Participant and Spectator Experience
- 3-4 pre event meetings
 - 3,5 full days from Wednesday till Sunday around event weekend
 - Support Event Services Director Maja Janzen in pre-planning
 - Coordination and supervision of allocated volunteers
11. Way-finding
- 3-4 pre event meetings
 - 3 full days from Wednesday till Thursday and Saturday around event weekend
 - Support Event Services Director in pre-planning
 - Coordinate the signage set-up with volunteer crew and hired labour
 - Control of signage during event days

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