



Operations Assistant

REPORTING TO: Will Coleman, Senior Operations Director
LOCATION: Birmingham, Alabama
TERM: Mid-January 2019 – May 3, 2019 (approximate)
COMPENSATION: Hourly wage

Company Overview

Since 2003, ZOOM Motorsports, LLC, a subsidiary of Bruno Event Team, has been the exclusive promoter and event management team for the world-renowned Barber Motorsports Park in Birmingham, Alabama. The 2.38 mile, 17-turn circuit has over 80' of elevation change and is considered to be one of North America's finest road courses.

In April 2010, ZOOM Motorsports hosted the inaugural Honda Indy Grand Prix of Alabama at Barber Motorsports Park, which has continued to be an annual success. 84,000+ spectators enjoyed three-days of racing action and fan related activities, quickly making it one of the most talked about events on the IndyCar Series calendar. The next Honda Indy Grand Prix of Alabama is scheduled to occur April 7, 2019.

Another notable annual ZOOM-managed event at Barber Motorsports Park is the Barber Vintage Festival. Including public spectator events, private track functions and press launches for various industry-related events, ZOOM Motorsports manages the Barber Motorsports Park more than 120 days a year.

Job Description and Specifics

Responsibilities to include:

- Assist Senior Operations Director with sponsor related obligations and deliverables
- Assist in preparing the Souvenir Fan Guide
- Assist with detailed planning & implementation of operating plans
- Coordinate and manage certain vendors and contractors
- Negotiate trade deals with local companies/groups
- Other administrative & operational tasks as needed to prepare for and support events

Abilities/Skills/Knowledge

- Ability to multi-task in a fast-paced team environment
- Excellent people and organizational skills
- Strong work ethic; dependable
- Positive attitude
- Detail-oriented
- Self-motivated with the ability to work independently
- Ability to meet stringent deadlines and work under pressure
- Proactive thinking; problem solver
- Excellent written and oral communication skills
- Strong computer skills
- Able to lift heavy boxes
- Able to be on your feet for extended periods of time

Expected Hours

Hours from January through March expected to be approximately 40 hours/week.

Hours to increase week leading up to and week of the Honda Indy Grand Prix of Alabama event – anticipate an average of 65 hours/week. Hours will decrease post-event.

Must be available to work at least 3 full weekdays from 8:30 am to 5:30 pm. Schedule for two remaining days may be flexible. Prefer full time 40/hr week availability. Some weekend work will be required (event specific).

Must be able to work extended/irregular hours including nights and weekends as event approaches and during event week.

Resume Submission

APPLICATION DEADLINE: November 16, 2018

To apply, go to: <https://jobso.id/bjm7>

ZOOM Motorsports thanks all applicants but will contact only those who will be invited for an interview. Interviews expected to begin early December.