



Job Posting: ABSF Event Manager Shape the Stage for Epic Events!

Do you thrive in a fast-paced environment where every detail matters? Are you passionate about creating exceptional event experiences? If so, the **ABSF Event Manager** role could be your perfect fit.

The American Birkebeiner Ski Foundation (ABSF) is built on the values of Bring Joy, Integrity, Always Improve, Lead by Example, Value Diversity, Teamwork, and Get Stuff Done. These are the cornerstones that drive our work and guide our actions.

The Role

Join our EO Team and become the mastermind behind participant readiness and operational excellence. You will work closely with the Event and Logistics Managers to ensure every event runs smoothly—from participant swag and communication to the overall vibe of the event.

Key Responsibilities

- Design and order participant swag
- Design and order event awards
- Manage, organize, and create event signage
- Apply for event permits and manage local government relations
- Manage and create de She series schedules, coaches, and contracts
- Lead direct participant communication, including participant guide, emails, website information, and surveys
- Play an integral role in event activation- set-up, teardown, clean-up, and execution

What You Bring to the Team

- **Organization:** Excellent communication and planning skills with a keen eye for detail and the ability to multitask like a pro.
- **Participant Focus:** A knack for understanding and anticipating participant needs.
- **Creative Flair:** Basic design abilities and an interest in creating great swag and promotional materials.
- **Marketing Collaboration:** Interest in partnering with Marketing to ensure website accuracy and manage email correspondence.
- **Passion:** A genuine desire to be an integral part of the ABSF team. Bonus points if you ski, run, or bike and have race experience!
- **Flexibility:** Commitment to long hours, including evenings and weekends, when events demand it.

Compensation & Benefits

This is more than just a job; it's an opportunity to shape unforgettable experiences and be part of something bigger.

- **Salary:** Competitive and commensurate with experience.
- **Benefits:** Comprehensive package including health, dental, and vision insurance, retirement savings plans, paid time off, and staff clothing perks.
- **Reporting:** Reports to the ABSF Event Director.

Ready to Apply?

If you're ready to step onto the ABSF stage, we want to hear from you! Submit your resume and cover letter today to mike.brown@birkie.com.

American Birkebeiner® Ski Foundation, Inc.
10527 Main Street | PO Box 911 | Hayward, WI 54843
715-634-5025 / www.birkie.com

ABSF is an equal opportunity employer and values diversity at our company. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. Only those legally authorized to work in the United States will be considered.

American Birkebeiner® Ski Foundation, Inc.
10527 Main Street | PO Box 911 | Hayward, WI 54843
715-634-5025 / www.birkie.com