



BOSTON ATHLETIC ASSOCIATION

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DIRECTOR OF EVENT OPERATIONS & VENUE DESIGN

ABOUT BOSTON ATHLETIC ASSOCIATION

The [Boston Athletic Association](https://www.baa.org) (B.A.A.) is a non-profit organization with a mission to promote a healthy lifestyle through sports, especially running. The B.A.A. is committed to a world where all people can access and benefit from running and an active lifestyle. The B.A.A. advances its mission and vision by organizing mass-participatory running events such as the Boston Marathon, creating or supporting community fitness events, and sponsoring a running club that serves the greater Boston area.

ABOUT THE ROLE

Reporting to the Chief of Race Operations and Production, the Director of Event Operations and Venue Design will lead the physical production of B.A.A. mass-participatory event venues. They will partner closely with internal and external parties to develop and execute operational plans on the ground, from planning through breakdown, which fulfill onsite requirements and contribute to events and experiences that meet or exceed all expectations.

RESPONSIBILITIES

- Lead the physical production of B.A.A. mass-participatory events venues / participant gathering areas and experience spaces. Ensure assigned venues run smoothly and efficiently, achieving cross-functional objectives for the event(s) and meeting budget requirements.
- Build and maintain relationships with appropriate vendors to successfully plan and execute events in line with scope. Source new vendors via RFP processes, evaluate bids, negotiate agreements, and coordinate logistics.
- Collaborate with external stakeholders, such as public safety, medical, and transportation program leaders, to effectively integrate relevant requirements into venue design.
- Serve as a liaison between B.A.A. staff, consultants, and key area leads to ensure necessary equipment is secured, utilized and returned.
- Oversee all venue mapping and layout execution, including overall site plans, power distribution grids, signage layouts, and any other visual representation of event plans. Create standardized formats for layouts across all B.A.A. events.
- Prioritize ADA accessibility in venue build-out and on-site operations, creating experiences that are equitable for all spectators, participants, volunteers, and staff.

- Develop and manage physical security access points at all B.A.A. events. Collaborate with the Director of Technical Operations on the Boston Marathon access control RFID program.
- Facilitate operational side of event signage ordering and installation. Work directly with the B.A.A. Marketing and Brand team on request intake and partner with signage vendor on execution including both equipment ordering and production timelines.
- Partner with the B.A.A. Corporate Partnerships team on venue-specific sponsor activations. Coordinate load-in/load-out, permitting and equipment rental needs as necessary to ensure successful activation.
- Manage permit submissions for existing and new mass participation events. Maintain working knowledge of necessary permits to be filed and help delegate submissions to various Operations team members. Keep detailed records of submission status and perform follow-up as necessary with local and state permitting authorities.
- Manage the Boston Marathon finish line build out. Develop and execute a detailed production schedule to include road closure plan, police detail arrivals, vendor schedule and strike plan.
- Collaborate with the Technical Course Director to develop any new mass-participatory events for the B.A.A. Identify and design viable event venues alongside newly designed courses that can effectively hold the race capacity and deliver on event goals.
- Build and manage venue sites with sustainability as a core operational priority. Evaluate and implement opportunities to incorporate more environmentally responsible products, materials, and practices into event operations. Oversee waste diversion tracking and reporting in partnership with waste management vendors to measure performance, identify areas for improvement, and support the Boston Athletic Association's commitment to achieving a carbon-neutral footprint by 2030.
- Solicit and leverage feedback for venue improvements from stakeholders, such as participants and partners.
- Other related duties as assigned.

WHO WE'RE LOOKING FOR

There are innumerable ways to learn, grow and excel professionally. We know people gain skills through a variety of professional, personal, educational, and volunteer experiences. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.

- 5-7 years of related work experience as a venue manager and/or in endurance event operations – with a record of designing and facilitating excellent operational and event outcomes.
 - 8 or more years preferred.
- Exceptional relationship management and influencing skills; able to build and maintain relationships with a diverse set of constituents. Strong customer service abilities.

- Excellent planning and organizational skills, with an ability to prioritize in advance and in the moment.
- Demonstrated success in helping to advance diversity, equity, inclusion, and/or accessibility. Knowledge of ADA standards and accessible design.
- Proficient in Microsoft 365 tools, including Outlook, Excel, Word, and PowerPoint; as well as advanced skill in the area of SketchUp and Layout – CAD based mapping software. 3D and 2D rendering capabilities.
 - Experience in Salesforce a plus.
- Readiness for on-site event work, including extended time on feet, working outdoors in variable weather, and assisting with equipment setup, load-in, and load-out as needed.
- Flexibility to attend night and weekend events.

WORK EXPECTATIONS AT B.A.A

We are a hands-on team and seek employees who are passionate about our work and service to our community. The Director of Event Operations and Venue Design is a 40-hour/week, exempt position. The role will require flexibility to work on weekends and evenings. Additionally, there will be longer work hours surrounding B.A.A. events. Limited local travel required.

Hybrid work schedule (combination of in person and remote work possible).

COMPENSATION & BENEFITS

The salary range is competitive and commensurate with lived and professional experience. The target hiring range for the role is \$100,000-\$115,000.

In addition, the B.A.A. will promote your professional growth and development by providing access to:

- Competitive health & dental insurance plans
- Life insurance, short term, and long-term disability plans funded 100% by the B.A.A.
- 401(k) matching dollar-for-dollar up to 6% after six months of service, elective deferrals may begin upon hire
- An annual allotment of professional development funding (up to \$2,000 per calendar year)
- Paid vacation based on years of service
- 11 paid holidays, 9 scheduled and 2 floating

HOW TO APPLY

To apply to this position, please prepare a resume and cover letter to the attention of the B.A.A. Human Resources team and submit your materials to Opportunities Opportunities@baa.org.

The B.A.A. is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, marital status, veteran status or any other status protected by applicable law.