



# American Historic Racing Motorcycle Association

## Job Description

Job Title: Roadrace (RR) Director

Reports to: Executive Director (ED)

Classification: Salaried

Direct Reports: Various RR Staff, Volunteers and Consultants

Job Overview: This position manages the day-to-day RR operations within the policies, procedures and rules established by the AHRMA Board of Trustees, ED and RR Event Committee.

### Responsibilities and Duties:

- Overall AHRMA RR Program Management (PM)
  - RR Director to provide within the first 30 days of employment a draft copy of RR Policies and Procedures utilizing Attachment A – AHRMA Roadrace Work Stream Analysis as a starting point. The ED will approve this document and the derived lists will be utilized at each RR event.
  - As needed, update RR Policies and Procedures Document.
- Schedule events with final approval of ED and RR Events Committee
- Manage event staff to include volunteers
- Acquire and manage sponsorship for National Series and Race Classes in conjunction with the ED and RR Event Committee
- Ensure licenses, contracts and agreements are in place for insurance, racing school, etc.
- Coordinate event marketing and promotion with ED and RR Event Committee
- Organize annual awards banquet with ED and RR Event Committee
- Submit monthly RR Director article to AHRMA Mag
- Handle other issues related to AHRMA roadracing as needed

### Experience Required:

- PM experience
- Contracts negotiation/compliance experience
- Staffing supervision
- Experience conducting RR race day operations
- Expertise with productivity software to include Microsoft Office (Word, Excel, etc.)
- Experience with Timing and Scorekeeping systems to include Orbitz, Speedhive, Race Hero, etc.

### Educational Requirements:

- Bachelor degree in business discipline (can be superseded by hands on experience)

### Physical Requirements:

- Be able to sit 50% of the day
- Be able to stand 50% of the day
- Be able to lift 25 pounds
- Use computer keyboard and other office equipment
- Travel to all RR events
- Withstand exposure to outside conditions as required