Title: Events Manager
Location: USAC National Headquarters – Salt Lake City, Utah
Position Type: Full Time - Exempt
Reports to: Events Director

About USA Climbing

USA Climbing is the National Governing Body for the sport of competition climbing in the United States. Competition climbing has grown rapidly since its historic Olympic debut at the Tokyo 2020 Games and its second Olympic appearance at Paris 2024, with continued growth expected heading into the Los Angeles 2028 Games. Our mission is to support the well-being, development, and competitive excellence of our athletes as we advance the accessibility and growth of the climbing community nationwide.

Position Summary

The Events Manager position is responsible for the overall execution of one or more assigned event series (e.g., Youth, Collegiate, NACS, Elite, and/or Para Climbing), including event calendar management, event administration, and troubleshooting event-specific issues. They will support the Events Director and collaborate with the Events team to plan and execute USA Climbing National events, and develop a strategy for their assigned series that aligns with the team's overall goals. Responsibilities may evolve as the Events department structure develops.

Responsibilities

- Serve as liaison to host facilities and local organizers, including RFP assistance, host agreement management, and general communication, to ensure consistent, high-quality events.
- Develop and implement USA Climbing internal processes and checklists to ensure event requirements are met.
- Work closely with USA Climbing National, Divisional and Regional Coordinators, committees, officials, routesetters, belayers, host facilities, and event volunteers, ensuring cross-functional communication and awareness.
- Support coordination with broadcast and production teams for assigned National events.
- Assist with development of the overall and series-specific competition calendar, including selection and scheduling of event locations for assigned series.
- Support event logistics, including inventory, shipping, and receiving event materials (e.g., scoring and timing systems, signage, and awards) between the Training Center and host facilities.
- Manage event registration and qualification processes for assigned series, including but not limited to creation of registration forms, athlete invitations, registration lists and the overall qualification processes.
- Ensure an excellent athlete experience and overall event execution.
- Support the Events Director and CFO in developing event budgets and manage assigned events within approved budgets.
- Work with onsite personnel on specific site requirements such as lighting, signage, sponsor booths, PA systems and site cleanliness.
- Manage on-site setup, event execution, and teardown at assigned events.
- Manage awards distribution for assigned series events.
- Know and consistently apply competition rules, event policies, and SafeSport requirements at events, and communicate them clearly to athletes, coaches, volunteers, and host facilities.
- Contribute to post-event evaluations and stakeholder feedback to improve future events.

Education and Qualifications

- Bachelor's Degree or equivalent experience.

- Must be authorized to work in the United States.
- Current SafeSport certification, or ability to obtain immediately upon hire; valid driver's license. Required to pass a background screen and attest to adherence to USA Climbing policies.
- Experience in event planning, management, or operations.
- Strong proficiency in Microsoft Excel, Word, Outlook and software systems, with the ability to accurately enter, maintain, analyze, and report on data.
- Excellent written, verbal, and interpersonal skills, with a friendly, professional style for interacting with members, athletes, and event participants.
- Reliable and punctual during agreed-upon working hours.
- Self-motivated with a positive, professional work ethic.
- Adaptable to changing demands throughout the competition season.
- Working at Height (WAH), Forklift Operating (shop, all-terrain, and extended-reach), and Aerial Lift (boom and scissor) certifications, or ability to obtain immediately upon hire.
- Proven organizational and administrative skills with the ability to manage numerous projects at once.
    - Strong attention to detail
    - Excellent event, project and time management practices including meeting coordination, presentation and communication.
    - Creative problem solver
    - Works well in a team environment or individually
- Ability to work a variable schedule, including some evenings, weekends, and extended hours during the competition season to support events.
- Ability to travel to support events.
    - Attendance at assigned National-level events and championships, which may last a week or longer.
- Ability and willingness to learn software systems used for event management, registration, and scoring.
- Knowledge of climbing competition formats, rules, scoring, belaying, and/or routesetting; general climbing ability a plus.

Compensation/Other

- Annual salary ($45,0000-$60,000) commensurate with experience.
- Vacation/Paid Time Off included.
- Inclusion in USA Climbing benefits package (Health/Vision/Dental, IRA with company match).
- “Pro Deals” with participating companies.

Application Process

Interested candidates should submit a resume and cover letter to careers@usaclimbing.org with the subject line “Events Manager”. Applications will be reviewed on a rolling basis.

USA Climbing is committed to diversity, equity, and inclusion in all it does. We encourage those from underrepresented communities to apply.