

**Schedule I
Scope of Services**

OPPORTUNITY:	ASSISTANT RACECOURSE MANAGER
RFP NUMBER	PM2019-003

The Philadelphia Marathon is requesting proposals from qualified persons or entities to provide assistance with the racecourse management for its 2019 Race Weekend Events: Philadelphia Marathon, Half Marathon, 8K and Kids Fun Run.

Duties:

1. Report to Executive Race Director (and the Racecourse Manager, as may be directed by the Executive Race Director).
2. Provide pre-surveillance and manage any and all troubleshooting in connection with all three racecourses for each of the races occurring during the Philadelphia Marathon, as needed, to monitor construction in compliance with USA Track & Field course certification.
3. Provide racecourse supervision relating to: marshals, water stops, materials movements along the racecourse and any other matters as the Racecourse Manager may require.
4. Attend or otherwise participate in conferences and/or teleconferences necessary, as may be required by the Executive Race Director, occurring prior to the Philadelphia Marathon Weekend.
5. Attend the Philadelphia Marathon Weekend and monitor racecourses at certain intervals to ensure the course safe and free of debris, potholes and construction equipment.
6. Attend or otherwise participate in conferences and/or teleconferences necessary, as may be required by the Executive Race Director, occurring after the Philadelphia Marathon Weekend.
7. Submit a detailed post-event report, including but not limited to, key observations and all relevant supporting documentation created or otherwise obtained in the course of performing of this Scope of Work.

Qualifications:

1. Demonstrated experience of successful assistance in racecourse management, specifically, for a marathon.
2. Demonstrated experience in project management and troubleshooting
3. Ability to manage and coordinate volunteers.
4. Ability to work successfully under pressure and produce quality work in a timely manner.