

**Schedule I  
Scope of Services**

<b>OPPORTUNITY:</b>	<b>OVAL OPERATIONS MANAGER</b>
<b>RFP NUMBER</b>	<b>PM2019-004</b>

***The Philadelphia Marathon is requesting proposals from qualified persons or entities to provide services to assist in the management of the 2019 Race Weekend Events occurring at Eakins Oval (the "Oval").***

Duties:

1. Report to Executive Race Director (and the Race Operations Director, *as may be directed by the Executive Race Director*).
2. Work with Race Operations Director and Volunteer Manager to ensure adequate staff and volunteers for all facets of event.
3. Assist in ensuring that site set-up and tear-down are on schedule for all areas
4. Coordinate adequate functional signage for the Oval for all events.
5. Create inventory lists for supplies and equipment needed for the Runner's Health & Fitness Expo (the "Expo") and Oval for all events occurring on the Philadelphia Marathon Weekend.
6. Coordinate organized and thorough dispersal and retrieval of supplies and equipment at the operations compound at the Oval.
7. 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.
8. Attend and facilitate the events occurring at the Oval during the Philadelphia Marathon Weekend.
9. Attend or otherwise participate in conferences and/or teleconferences necessary, as may be required by the Executive Race Director, occurring after the conclusion of the Philadelphia Marathon Weekend.
10. 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 in supply and equipment coordination
2. Highly organized with great attention to detail.
3. Strong written and communication skills.
4. Good working knowledge of Microsoft Office.
5. Ability to work successfully under pressure and produce quality work in a timely manner.