

**Schedule I
Scope of Services**

OPPORTUNITY:	RACE OPERATIONS DIRECTOR
RFP NUMBER	PM2019-001

The Philadelphia Marathon is requesting proposals from qualified persons or entities to provide services to assist in the planning and production of its 2019 Race Weekend Events: Philadelphia Marathon, Half Marathon, 8K and Kids Fun Run.

Duties:

1. Reports to Executive Race Director.
2. Manage various contractors for the Philadelphia Marathon Weekend including, but not limited to, racecourse manager, start and finish coordinators, equipment manager in order to facilitate the operations related to the race.
3. Coordinate with Volunteer Manager for racecourse volunteer needs including water stations, start corrals and finish line duties.
4. Attend meetings with and liaison with the various City personnel, as required by the Executive Race Director, in order to coordinate security, medical coverage, and ensure racecourse integrity.
5. Manage the execution of (staging and setup) of the racecourse for the Philadelphia Marathon Weekend including start and finish areas.
6. Create racecourse barricade deployment plan and supervise racecourse delineation and crowd control logistics.
7. Coordinate timing needs with the Timer, Clock Vendors, and relevant others.
8. Coordinate selection of all required Philadelphia Marathon set-up/break-down and course management staff (Crew) with the Executive Race Director, City Operations Director, and other team members.
9. Supervise the integration of branding and signage into overall event
10. Provide consultation and assistance, on an as-needed basis, regarding event branding and sponsor fulfillment.
11. Coordinate signage installation including sponsorship signage, directional signage and functional signage.
12. Supervision of all water station operations.
13. Timely communication of challenges as they arise with the Executive Race Director and City Operations Director and others.,
14. Procure and manage key staff for operational elements of weekend of events (i.e. start coordinator, finish coordinator)
15. Provide supervision and oversight for movement of materials for the Philadelphia Marathon Weekend events.
16. 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, including but not limited to, regular meetings with Race Production Team to plan, organize, implement and supervise all operational activities, including but not limited to directing and managing timelines and communications for timely and budget sensitive operational decision-making, pre-race site walks, and de-brief meetings.
17. 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.



18. 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 successful implementation of large-scale race or marathon with related events.
2. Demonstrated experience in managing and coordinating volunteers.
3. Strong written, communication and excellent interpersonal skills.
4. Good working knowledge of Microsoft Office.
5. Ability to work successfully under pressure and produce quality work in a timely manner.