



December 2021

ABOUT GREEN SAVOREE RACING PROMOTIONS

Green Savoree Racing Promotions, II, LLC (“GSRP”) is an Indianapolis-based motorsports event ownership and management company whose subsidiaries (“GSRPS”) own, operate, and promote race properties in Lexington, Ohio, home of Mid-Ohio Sports Car Course and The Mid-Ohio School, Portland, Oregon, St Petersburg, Florida, and Toronto, Ontario, Canada. These events provide a festival experience and showcase some of the most exciting racing series in the world including the NTT INDYCAR SERIES, the Road to Indy Presented by Cooper Tires open-wheel development series, NASCAR Xfinity Series, NASCAR Camping World Truck Series, IMSA WeatherTech SportsCar Championship, ARCA Menards Series, and more. In working together since 1993, co-owners Kim Green and Kevin Savoree have won four INDYCAR championships, three Indianapolis 500 races and the 12 Hours of Sebring as team principals, and established the first INDYCAR street race in 2004. More information about the company, its subsidiaries, and these events is available on the event websites at gpstpete.com, hondaindy.com, midohio.com, and portlandgp.com.

Position: Operations Coordinator

Job Location: Lexington, OH

Position Type: Full Time - Employee

Travel: Extensive (All events and property visits as needed)

Salary: \$36,000 (Eligible for discretionary bonuses)

Benefits: Health, Dental, and Vision Insurance Provided, subject to qualification period
Company cell phone provided
Two weeks vacation after first year’s employment
Team uniforms as necessary

Reports To: Director of Operations

Start Date: January 2022

RESPONSIBILITIES:

Track / Facility Rentals

- Assist with track rental customer outreach in regards to agreements, invoicing, and additional services.
- Create and maintain a “rental info spreadsheet” for all daily and weekend rental customers. Responsible for distribution of information to all on-site staff for planning purposes.
- Serve as point of contact for all rental customers leading up to and during their rental date(s).

Event Supplier / Contractors:

- Coordinate creation of work scopes, supplier or contractor requirements to facilitate the gathering of detailed bids for such suppliers or services.
- Research potential suppliers, contractors, methodology for better execution and budget/expense control.
- Coordinate a written bid process with a minimum requirement of three bidders for review by applicable management.
- Create and maintain “Event Supplier / Vendor List” in the company agreed format as it pertains to each event during its lead-up planning process.
- At appropriate times, organize Supplier/Vendor list conference calls with applicable staff and management as required prior to each event for review and approval process.
- Coordinate process and completion of approved suppliers/vendors agreements between the event and the successful supplier/vendor. MUST be completed on the specific “official event supplier agreement” as created by the specific event site.
- Coordinate the successful contracted bidders with appropriate staff so that work schedules may be set to ensure that required scope of work can be executed in a timely and efficient fashion that assures a successful event. This will pertain to move-in, completion, and move out of said contractors pre and post event.
- Assist with logistical operations and issues with suppliers/contractors as a part of the official “Event Control” operations staff during the event.

Event Site Planning:

- Assist Director of Operations in design of event grounds layouts for paddocks, exhibitor, and vendor areas.
- Assist in preparation of event “Team Hospitality & Coach package” document and help coordinate and site plan reservations for team hospitality and owner/driver coach parking, including coordination of load-in and load-out planning, directions, staging, and wash facilities.
- Coordinate arrival, preparation, overall control, and event planning for “Event Parade Vehicles” - keeping accurate records of distribution and use throughout the event period.
- Post event assistance with coordination of removal of all equipment and structures etc. in compliance with City and or site agreements.

Other:

- Interact/work with the other departments as necessary, including food and beverage, sales, ticketing, marketing, and ceremonies.
- Such duties that may be assigned to facilitate the events.

QUALIFICATIONS:

- Bachelor’s Degree in Business, Sports Management, or equivalent
- Excellent time management and organizational skills
- Ability to work as part of a team to collaborate and achieve overall goals and targets

- Capable of working independently, ability to self-motivate and work well with minimal supervision
- Capacity to work flexible hours in a fast-paced environment
- Proficient with general office software such as Google Workspace, MS Office, and Adobe
- Must be available to work event weekends and be willing to travel as requested
- Must carry a valid driver's license and passport (with the ability to travel to Canada as needed)
- Motorsport knowledge is considered to be an asset

CONTACT:

Green Savoree Racing Promotions

10439 Commerce Drive, #100

Carmel, Indiana 46032

Email: operations@greensavoree.com

Please forward a cover letter and resume by email to the above contact by December 17, 2021.

GSRP and GSRPS thank all applicants, but only those selected for an interview will be contacted.

EMPLOYMENT PRACTICES:

GSRP and GSRPS are equal opportunity employers. We do not discriminate against any applicant for employment or any employee because of age, sex, sexual orientation, disability, national origin, race, color, religion, pregnancy, veteran status, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization. We make hiring decisions based solely on qualifications, merit, and business needs.