



DECEMBER 2021

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.



Firestone
GRAND PRIX OF ST. PETERSBURG
PRESENTED BY RPFUNDING



GRAND PRIX
OF
PORTLAND

OVERVIEW

Title: Coordinator, Marketing & Communications

Location*: Carmel, IN
Lexington, OH
Portland, OR
St. Petersburg, FL

* One (1) position is available, location based on most suitable candidate

Position Type: Full Time - Employee

Application Deadline: December 22, 2021

Ideal Start Date: February 1, 2022

Education: Bachelor’s Degree

OVERVIEW: Full-time position coordinating marketing and communications activities with Green Savoree Racing Promotions, including Mid-Ohio Sports Car Course, Firestone Grand Prix of St Petersburg, Honda Indy Toronto, and Grand Prix of Portland social media posting and queue management; Email communications; content creation; PR support; market research; analyzing web, social, ticket and advertising data; liaising with sales team/sponsors on securing event assets; event week support of all team needs.

- Travel:** Extensive (All events and property visits as needed)
- Salary:** \$TBC (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

QUALIFICATIONS

- Bachelor's degree in Marketing, Communications, New Media, Sport and Event Management or equivalent
- Demonstrated experience working or volunteering within sports, event or, entertainment industry
- Understanding of social media platforms for business use and importance of brand voice
- Exceptional communication skills
- 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 Google Workspace, MS-Office, Adobe Suite
- Graphic or design experience considered an asset
- Photo/video capture and editing experience considered an asset
- 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

Core Roles & Responsibilities:

Social Media and Website

- Daily posting on social media accounts on various platforms including Facebook, Twitter, Instagram, LinkedIn and YouTube, day to day posting to engage and grow audiences. This will include writing, editing, publishing, and updating content on the pages, ensuring content is consistent and on brand
- Facilitating online conversations with public and responding to incoming queries (Customer Service)
- Manage analytics, report trends and identify opportunities. (Analyzing, tracking and reporting of website and social media analytics and ticket data)
- Handle routine edits and updates to websites
- Assisting with email communications, Constant Contact platform
- Assisting with digital programs and fan guides

Storytelling & Content Creation

- Writing and editing articles, conducting interviews as necessary
- Writing, editing, publishing, and promoting messaging and new, fresh and unique content
- Support news release writing and press kit production as needed
- Staying current on industry trends for possible opportunities to attract new readers or create stronger, more engaging content
- Analyzing web analytics data to gauge content performance
- Basic PHOTO and VIDEO capture and creation

Marcomm Team Support:

- Media credential requests organization, reviews, approval/decline notifications and registration list management
- Media database mining, directory creation and ongoing updates
- Earned media reporting support: capture and document results of driver market advances for stakeholders (internal, teams, sponsors)
- Ceremonies support
- Organize and catalog photos on GSRP Digital Assets drive- ongoing following each event.
- Organize sponsor and series logos on GSRP Digital Assets drive
- Pressroom set up: print name cards, signage, cleaning, organization
- Scoreboard/scoring pylon coordination and monitoring
- Media interview requests and support (esp. Live TV in St. Pete and Toronto)

CONTACT

Green Savoree Racing Promotions
 10439 Commerce Drive, #100
 Carmel, Indiana 46032
 Email: marketing@greensavoree.com

Please forward cover letter and resume by email to the above contact by December 22, 2021.

GSRP AND GSRPS thanks 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.

