



2017 Red Bull Global Rallycross Event Production Intern Information – On Site

Job Description Overview:

Red Bull Global Rallycross is looking for the next ambitious team player to join our amazing team. Over the last years, our company has grown and even though we are still considered a smaller company, we are leading the way in the motorsports industry.

Desired Skills/ Competencies:

- Ability to manage multiple projects simultaneously
- Perform to meet deadlines
- Attention to detail
- Excellent organizational, interpersonal, and written/verbal communication skills
- Event production experience a plus
- Team Player, Positive Attitude

Responsibilities:

- Report to the VP of Operations on Site
- Event Productions duties include, but not limited to:
 - Travel Management Assist
 - Airport Shuttles to and from airport
 - Assist Travel Manager with any hotel, car rental air airline needs
 - Manage Staff Catering Area
 - Included taking meal tickets and managing entry of staff, teams, volunteers, flaggers, and vendors daily
 - Delivering all Meals
 - Keeping Staff Catering tent neat and tide
 - Manage and train volunteers in this area
 - Pre & Post Event, help with all meals for operations staff, includes preparing, purchasing, pick up, etc.
 - Assist the Volunteer Manager
 - Assist in Volunteer Meeting
 - Manage the process of volunteer packets in each market
 - Fulfillment of tickets for Volunteers
 - Assist Ticketing/Credential Manager
 - In put ticket and credential orders to database
 - Prepare ticket/credential packages
 - General EP Duties
 - Filling Coolers & Ice in all venue locations
 - Keeping area clean, taking out the trash in that area that is not done by janitorial staff
 - Making sure the fan engagement in the area is great and things are flowing
 - Making sure volunteers in your area are hydrated and doing a great job, check in with them
 - Shuttle VIP Guests/Sponsors on Golf Carts as needed per Client Service Manager
 - Manage all errand running, shopping lists, etc.
 - Post Race Duties
 - Manage all laundry drop off and pick up
 - Assist all managers with receipts on Concur expense reporting

Requirements of the Position:

- The position is a traveling position requiring extensive travel throughout the year
- The position requires working hours outside a normal 9 to 5 working environment. Early mornings and late nights are the norm on event weekends. Weekend work is routine to the position.
- This position must maintain a strong professional working relationship with each vendor, while keeping a certain professional distance.
- Discretion, confidentiality, poise in pressure situations, ability to maintain proprietary information, stamina and a sense of humor are hallmark traits of a successful Red Bull Global Rallycross team member.



2017 Red Bull Global Rallycross Schedule – On Site Time Commitments in Red

- April 29-30 (Sat & Sun)
 - Wednesday, April 26 – Tuesday, May 2
- May 20-21 (Sat & Sun)
 - Wednesday, May 17 – Tuesday, May 23
- June 3-4 (Double Header) (Fri, Sat & Sun)
 - Tuesday, May 30 – Tuesday, June 6
- June 17-18 (Sat & Sun)
 - Wednesday, June 14 – Tuesday, June 20
- July 8-9 (Sat & Sun)
 - Wednesday, July 5 – Tuesday, June 11
- August 12-13 (Double Header) (Fri, Sat & Sun)
 - Tuesday, August 8 – Tuesday, August 15
- September 9-10 (Double Header) (Fri, Sat & Sun)
 - Tuesday, September 5 – Tuesday, 12
- October 13-14 (Fri & Sat)
 - Monday, October 9 – Wednesday, October 18

Compensation:

- The position is an unpaid position
- Red Bull GRC will provide all related travel expenses
- Interns are required to share a hotel room

For any interested applicants, please send resume to the email below to be considered for a position.
careers@redbullglobalrallycross.com