

Granny Gear has a position available!

- Do you have a knack for organization?
- See yourself as a great wedding planner or music festival organizer?
- Enjoy the collaborative art and teamwork of event production?
- Do you thrive in a dynamic, multi-project environment?
- Want to create fun, memorable experiences for yourself and others?
- Do you enjoy travel to beautiful places?
- Want to live in a mountain-town community in the heart of great biking, hiking, climbing, and boating?



THE COMPANY:

With its debut of its 24-hour team-relay format in 1992, **Granny Gear Productions** created a new genre of mountain bike racing that spread around the world. Currently Granny Gear organizes and produces a three-event **U.S. National Point Series of 24-hour mountain bike races** hosting nearly 10,000 participants, support crew, friends and family. The company has also developed a **state-of-the-art timing and scoring system** and is currently marketing its timing services across the US, with plans to market worldwide. Our commitment to professionalism, superb production quality and customer satisfaction have earned GGP a sterling reputation within the sport. Thoughtful, **well-executed event production combined with authentic, enthusiastic customer service** sets this well-respected company apart. Granny Gear is seeking a production manager to join the team in a **leadership position**, with the intention of **having fun**, and a commitment to facilitating the on-going **success and future growth** of the company.



THE JOB:

As Production Manager, you will **support a small, core team** of GGP staff with logistics and event planning to ensure projects are completed successfully. You will also handle all day-to-day customer service and communications. Your ability to **manage relationships, projects, and people** will be key to completing projects on time and on budget, with satisfaction for yourself, your team members and your customers. A **friendly, empathetic personality** will ensure you are able to handle difficult experiences with compassion and graciousness. Reporting directly to the President, Laird Knight (A.K.A. Grand-Poobah or Chief Instigator), you will be a **key company leader** who empowers the team to perform to its greatest potential!

KEY ACCOUNTABILITIES:

- **Plan and coordinate production activities**, forecasting equipment, supplier and staffing needs, and planning travel on an event-by-event basis;
- **Interact with racers**, via e-mail, phone and in-person (at events) to ensure smooth pre-registration, registration and event experience;
- **Hold GGP team members accountable** to production timelines, budgets, and high-quality customer experiences;
- Act as a **liaison** to suppliers, vendors, operations staff, and accounting;
- **Recruit and coordinate volunteers**;
- Perform day-to-day **office operations** (getting phone messages and mail);
- Assist company in **meeting overall goals and objectives** whenever possible.

REQUIREMENTS/SUCCESS FACTORS:

- Exceptional customer service and communication skills with the ability to **build effective, long-term relationships**;
- Ability to manage **multiple projects** in a time-sensitive environment;
- Detail-oriented with **organizational and problem solving skills**;
- Minimum 2 years of **logistics and/or management** experience;
- Experience in **event-based business**;
- Proficiency with MS-Excel, MS-Word, MS-Publisher, Goldmine Contact Management (or similar) **software** programs;
- Flexibility to **travel** and work away from home for 1-3 weeks per event;
- **Previous experience** with racing, volunteers, and biking is a plus (but not required).



LOCATION:

This position requires living near Granny Gear headquarters, in **Davis, WV** or living near **Morgantown***, WV. Davis, WV, adjacent to Canaan Valley, is a mountain bike haven for the Eastern U.S. and is near Blackwater Falls and Canaan Valley State Parks, the Canaan Valley National Wildlife Refuge, and thousands of **miles of trails and wild rivers**. The area sees **150+ inches of natural snowfall** annually and is minutes from Canaan Valley and Timberline alpine ski areas and Whitegrass Ski Touring Center. Davis provides **affordable rural living** in a **small, mountain-town** community.

***Morgantown**-based employment would require that the employee **provide a home-office and a commute** (possibly shared) to Davis for at least two days/week. Morgantown also provides access to many outdoor activities as well as amenities of a **small city** and resident **University**.

COMPENSATION AND BENEFITS:

Granny Gear provides its Production Manager with 100% of year-round **health care**, company **cell phone**, company **laptop** and hourly pay of **\$12 -\$15/hr, time-and-a-half for overtime, plus performance bonuses**. Position provides part-time, full-time and some over-time in-season (average 30-36 hrs/week, May-October), with 8-24 hours/week off-season (Nov.-April). In addition to medical and health benefits, you will receive an optional IRA with company contribution, **paid vacation** (after the first year), and paid holidays.

APPLY NOW:

If you thrive on **managing projects, people, and relationships**, we encourage you to **apply now**. Please send **resumes by e-mail** (either in the body of the e-mail, as a PDF, or MS-Word attachment) to laird@grannygear.com. No Phone Calls Please. We will respond to all applicants and call all qualified candidates for an interview. Granny Gear is an **equal opportunity employer** and seeks applicants from a wide range of experience and backgrounds. Check out Granny Gear's website at www.grannygear.com.

