

Job Description: Event Organizers

Overview

We are seeking experienced Event Organizers to coordinate and manage the TX All Female Rally, a dynamic event celebrating women in motorcycling. The Event Organizers will be responsible for developing the event concept, securing permits and contracts, managing the budget, securing sponsors, marketing the rally, overseeing logistics, ensuring safety compliance, managing registration processes, collaborating with stakeholders, and conducting post-event evaluation.

Responsibilities

- **Overall Coordination and Management**
 - Lead the planning and execution of the TX All Female Rally.
 - Ensure all aspects of the event align with the overall vision and goals.
- **Event Concept and Agenda**
 - Develop the event concept, theme, and agenda in collaboration with the organizing team.
 - Create a dynamic and engaging program that appeals to participants and sponsors.
- **Permits, Contracts, and Insurance**
 - Secure necessary permits, contracts, and insurance coverage for the event.
 - Ensure legal and regulatory compliance throughout the planning process.
- **Budget Management**
 - Develop and manage the event budget, including tracking expenses and revenue.
 - Identify cost-saving opportunities and maximize financial resources.
- **Sponsorship Development**
 - Develop sponsorship packages and strategies to attract sponsors.
 - Cultivate relationships with potential sponsors and secure sponsorship agreements.

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- **Marketing and Promotion**
 - Develop and implement marketing and promotional strategies for the rally.
 - Utilize various channels, including digital marketing, social media, and traditional advertising.
- **Logistics Oversight**
 - Coordinate venue booking, equipment rental, transportation, and other logistical needs.
 - Ensure all logistical arrangements meet quality standards and timelines.
- **Safety and Emergency Preparedness**
 - Implement safety regulations and emergency protocols for the event.
 - Coordinate with relevant authorities and agencies to ensure a safe environment.
- **Registration and Ticketing**
 - Manage the registration process, including ticket sales, attendee tracking, and check-in procedures.
 - Provide exceptional customer service to participants and attendees.
- **Collaboration with Stakeholders**
 - Coordinate with exhibitors, speakers, performers, and other stakeholders.
 - Ensure their needs are met and they contribute effectively to the event.
- **Post-Event Evaluation**
 - Conduct post-event evaluation and analysis to assess the success of the rally.
 - Prepare reports and recommendations for future improvements.

Qualifications

- Proven experience as an Event Organizer or similar role in event planning and management.
- Strong project management skills with the ability to multitask and meet deadlines.
- Excellent communication, negotiation, and relationship-building skills.
- Knowledge of event planning software and tools is a plus.
- A passion for promoting women in motorcycling and creating memorable experiences.

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Time Commitment

- **May to June (Preparation Phase - up to 21 hours weekly)**
 - Initial planning meetings and brainstorming sessions: **2-3 hours per week.**
 - Developing sponsorship packages, prospectus, and marketing materials: **4-6 hours per week.**
 - Securing permits, contracts, and insurance: **2-3 hours per week.**
 - Creating the event concept, theme, and agenda: **3-4 hours per week.**
 - Researching and reaching out to potential exhibitors, speakers, and sponsors: **3-5 hours per week.**
- **July to August (Execution Phase - up to 20 hours weekly)**
 - Finalizing sponsorship agreements and exhibitor contracts: **2-3 hours per week.**
 - Managing marketing campaigns, social media, and outreach: **4-6 hours per week.**
 - Coordinating logistics, venue booking, equipment rental: **3-5 hours per week.**
 - Conducting team meetings, updates, and progress reports: **2-3 hours per week.**
 - Addressing any last-minute changes or issues: **2-3 hours per week.**
- **September to October (Event Preparation and Execution - up to 30 hours weekly, up to 80 hours event week)**
 - Finalizing event details, schedules, and participant communications: **3-4 hours per week.**
 - Conducting walkthroughs, rehearsals, and final checks: **2-3 hours per week.**
 - Managing registration, ticketing, and attendee inquiries: **4-6 hours per week.**
 - Overseeing onsite operations, logistics, and guest services: **6-8 hours per day during the event days.**
 - Post-event follow-ups, evaluations, and reporting: **2-3 hours per week.**

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