Graphic Design and Registration Manager–

If you love motivating people, giving high fives and celebrating accomplishments with thousands of your closest friends, Virginia Beach is calling your name! At J&A Racing, not only are we an event management company that hosts world class events with a hometown feel, but we are also a high energy crew that loves what we do…and we LOVE running! With a mission to promote and support healthy lifestyles, we also think it is important that our staff has a healthy lifestyle too. We offer competitive salaries and benefits including health insurance, 401K, and flexible PTO.

Job Description:

The **Graphic Design and Registration Manager** is passionate about the fitness industry and loves helping people. This position is a **Full Time,** in-office position that will be a key player on the Marketing Team and will be responsible for all tasks related to Graphic Design and Registration. This person will be responsible for making amazing designs that will capture attention from runners across the globe through all channels to include digital, print, swag, signage, promo items and more. This person will also be in charge of all tasks related to Registration and Customer Service. This person gets to be the voice of J&A Racing (both in design and in customer service), so it is imperative that this person is creative, compassionate and caring.

To be successful, this position needs to be someone who wants to work hard and play hard and is passionate about running, health and fitness. It is important that this person also has experience in the endurance industry.

Job Responsibilities:

Graphic Design:

- Create and design all marketing materials for J&A Racing events to include (but not limited to) Posters, Brochures, Advertisements, Promotional Items, etc.
- Update and maintain the J&A Racing brand via the J&A Racing Style Guide
- Design race weekend swag to include race bibs, medals, shirts, store items, etc.
- Work with Marketing and Operations to create race weekend signage per event
- Ability to manage and create assets for multiple projects in a timely manner, meeting deadlines as necessary

Registration:

- Organize, open and manage all registration for J&A Racing events, working closely with the registration software company (Haku)
- Host weekly meetings with Haku to review events and any updates or upgrades to the registration platform
- Manage and respond to all inquiries submitted to J&A Racing via email and websites in a timely manner

- Lead and manage the entire Registration portion of Packet Pick Up, including the Help Desk and Bib Assignment
- Organize all volunteer needs for entire Registration portion of Packet Pick Up for all J&A Racing events
- Supervise Runner Info booths to ensure that the volunteers have all of the correct information to share with participants race weekend
- Manage J&A Racing listings on all online industry websites and calendars

Additional Responsibilities:

- Manage and organize all packet mailings and virtual mailings for all J&A Racing events
- Work with timing team on Official Results and mail awards after each J&A Racing event, once results are final
- Promotion of J&A Racing at local run clubs, other events and races
- Assist management with various projects as necessary
- Other responsibilities as assigned

Required Skills:

- 3-5 years of experience in graphic design
- Proven ability to work within Adobe Creative Suite
- Excellent written/verbal communication and time management skills
- Ability to work independently and with minimal direction
- Must be available to work all of the J&A Racing events and several others for marketing trips
- Thorough understanding of event management

Other

- Compensation commensurate with experience and expertise
- 401K and Medical
- Located onsite in Virginia Beach, VA (this is not a remote position)