



U.S. Figure Skating Qualifying Competition Specialists

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colo., is seeking qualified and interested figure skating event personnel to fill three (3) temporary positions to support U.S. Figure Skating's 2019 qualifying competition season.

Term: September-November 30, 2018 or upon completion of final event duties.

Reporting to the Director, Events, the Specialist(s) will attend assigned competitions as outlined below and serve as the onsite expert on U.S. Figure Skating's Event Management System (EMS). The Specialist(s) will also provide additional support as needed and requested to the host Local Organizing Committee (LOC).

Training

The selected Specialist(s) will be required to attend a 2-day onsite training program in Colorado Springs during the week of Sept. 17-21, 2018 with exact dates and times TBD.

Travel

Each specialist will be assigned to cover one of the three event groupings outlined below. Each specialist will be required to arrive one day prior to official practice starting and will depart on the final day of competition.

Eastern Section Specialist:

2019 South Atlantic Regionals, Coral Springs, Fla., Oct. 2-6, 2018
2019 New England Regionals, Boston, Mass., Oct. 10-14, 2018
2019 North Atlantic Regionals, Lake Placid, NY, Oct. 17-21, 2018
2019 Eastern Sectionals, Wake Forest, N.C., Nov. 13-17, 2018

Midwestern Section Specialist:

2019 Upper Great Lakes Regionals, Peoria, Ill., Oct. 3-7, 2018
2019 Southwestern Regionals, Plano, Texas, Oct. 10-14, 2018
2019 Eastern Great Lakes Regionals, Ann Arbor, Mich., Oct. 17-21, 2018
2019 Midwestern Sectionals, Fort Wayne, Ind., Nov. 14-17, 2018

Pacific Coast Section Specialist:

2019 Northwest Pacific Regionals, Sherwood, Ore., Oct. 3-7, 2018
2019 Central Pacific Regionals, Vacaville, Calif., Oct. 10-14, 2018
2019 Southwest Pacific Regionals, Anaheim, Calif., Oct. 17-21, 2018
2019 Pacific Coast Sectionals, Salt Lake City, Utah, Nov. 13-17, 2018

Duties and Responsibilities:

Supporting all needs of the assigned competitions and the host LOC's, the Specialist(s) will be responsible for the following at their assigned events:

- Required to travel to assigned events, arriving one day prior to first day of official practice and depart on final day of competition.
- Responsible for understanding and implementing all U.S. Figure Skating rules, policies and protocols as outlined in the U.S. Figure Skating rulebook and agreement to hosts for assigned events.
- Serve as onsite expert as it relates to EMS for competition success.
- Troubleshoot any EMS related issues onsite including user training and/or report any needed software fixes if applicable.
- Participate in advance event conference calls and provide follow-up documentation on event timelines, operational needs and deliverables for assigned events.

Qualifications

Applicant must have:

- Experience in figure skating as an athlete, coach, official or club administrator, preferably within qualifying competition structure.
- Experience with event management/operations, online event management software or proven aptitude with other software applications.
- Applicant must be available to travel as required, including weekends or holidays.
- Applicant must possess excellent communication and time management skills with a high-level of initiative and desire to make an impact.
- Applicant must demonstrate the ability to build strong relationships with volunteers and employees from all levels of the organization.

Compensation

Specialist(s) will be provided a fee structure based on a day rate. In addition, all expenses (air, hotel and daily meal per diem) will be covered by U.S. Figure Skating for all assigned competitions as outlined above. Any additional pre-approved expenses will be reimbursed based on U.S. Figure Skating's Travel and Expense Policy as outlined here <http://www.usfigureskating.org/content/About%20Us/Forms/Travel%20Policy.pdf>

Application:

Send letter of interest and resume to: events@usfigureskating.org. No calls will be accepted. Review of resumes and applications will begin immediately, and applicants will be accepted until the position is filled.