



# Triangle Aquatic Center

"Make A Splash In Our Community"

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## Aquatic Event Manager

Full time position for an experienced, highly motivated and energetic individual to provide leadership and operational excellence to a large, state-of-the-art public aquatic facility located in beautiful Cary, NC. See [www.triangleaquatics.org](http://www.triangleaquatics.org). Cary has been consistently rated by Money Magazine as one of the US's Top 10 Places to Live and has a large aquatic-oriented population. TARGET HIRE DATE: IMMEDIATE

As the Aquatic Event Manager for the facility, the successful candidate will be accountable for leading team-oriented efforts to meet TAC's high-quality standards in attracting, planning and organizing, and ultimately executing all activities related to hosting local, state, regional, and national level swim meets and other events at the facility. Responsible for event budget targets, the Event Manager will work a flexible schedule, but must be willing to work weekends when events are typically held. Ongoing key responsibilities include:

- Attract and schedule events / meets in conjunction with availability of TAC partners and programs;
- Coordinate with event stakeholders to maximize the guest and participant experience and TAC profitability;
- Manage facility setup and teardown, Hytek meet setup and results in accordance with host specifics;
- Manage all aspects of event purchasing, staffing, invoicing, reporting and maintenance;
- Troubleshoot and resolve any issues that arise during the course of the event, including incidents related to timing system, results, and meet services;
- Liaise with event hosts, coaches, hospitality coordinators, media, external vendors, NC Swimming and other governance organizations related to events;
- Co-serve as TAC's representative with TSA (Summer League Swimming);
- Manage the café

### **Salary and Benefits:**

- Range \$26,000 - \$30,000 based on experience, plus performance-based incentive opportunity
- Benefits including vacation, health, dental, and 401(k)

### **Posting Requirements:**

- Education: Bachelor degree in a related field
- Proven managerial experience
- Excellent organizational, and written and oral communication skills
- Comfortable with technology and basic Microsoft applications; web services and Hytek a plus
- Confidence in a multi-task-oriented environment
- Passion for health, safety, recreation and / or competition in aquatics

### **Contact Information:**

Organization: Triangle Aquatic Center  
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