

ELK CREEK DRAGWAY, Inc.

P.O. Box 110, Elk Creek, VA 24326
Office & Track: (276) 655-4551

Dragway Operations Manager

Are you looking for an exciting career in the drag racing industry?

This could be the opportunity for you!

Elk Creek Dragway is in need of a take-charge person to serve in the operations manager's position.

This position answers directly to the facility Board of Directors. This is a part time, seasonal position.

Position Summary

The incumbent will provide management and oversight for the operations of Elk Creek Dragway (ECD) including but not limited to Operations, Maintenance, Communications, Ticketing, Personnel, Public and Community Relations, etc. The individual will be responsible for financial performance/growth of the track, coordinating the schedule of events with ECD Board of Directors & Staff.

Duties

The person filling this position will assume overall responsibility for the general day to day operation of the drag strip. Major attributes of the incumbent will be:

Management of the entire facility operations for the season.

Management of all personnel employed, or under contract with ECD.

Provide management and oversight of the facilities set up and tear down for races.

The manager will repair track/facility equipment as needed and advise the ECD board on equipment repairs required beyond his capabilities.

The manager will deal with racers, spectators, and workers directly and resolve all concerns, disputes, and issues.

The manager will make sure the proper payouts are made to the racers.

The manager will be responsible for the accounting and deposit of all monies and provide the financial accounting to the bookkeeper.

The manager will prepare statements (narrative) of race results and story outlines of upcoming events for the website and other media outlets.

The manager will assist in securing sponsorships for the drag strip.

The manager will report directly to the ECD board on all track operation activities and meet monthly with a report of activities and problems/suggestions.

Other related duties as assigned by the competent authority (ECD board).

Qualifications

Must be able to pass a background check.

Current Driver License Required.

A Background in Drag Racing.

Preferred IHRA experience.

Business Management Desired.

Required Skills & Characteristics

Team Player

Business & Goal Oriented

Ability to work effectively under pressure and tight timelines

Critical Thinker

Understanding of the racing industry and its structure

Sociable, Friendly, & Approachable

Salary dependent on experience.

Please submit resume to:

Elk Creek Dragway, Inc.
PO Box 110
Elk Creek, VA. 24326

Or email resume to info@elkcreekdragway.com