

Events & Operations Coordinator

Beyond Monumental

Beyond Monumental is a not-for-profit 501(c)(3) organization dedicated to delivering exceptional events and programs centered around the sport of running. Proceeds from these efforts directly support its mission to advance youth health and well-being in the local community.

Beyond Monumental plans and executes four signature running events in the greater Indianapolis area (the CNO Financial Indianapolis Monumental Marathon, the Indy Half Marathon at Fort Ben, the Indianapolis 5K & Monumental Mile and the Apex Benefits Monumental Kids 5K presented by Indiana University Indianapolis), as well as a youth health and wellness program (Apex Benefits Monumental Kids Movement presented by Indiana University Indianapolis), and is searching for a passionate new team member to support events operations.

Position Summary

The **Events & Operations Coordinator** plays a critical role in supporting Beyond Monumental's events, logistics, and community programs. This position oversees warehouse operations, manages event logistics and vendor coordination, and supports the successful execution of all Beyond Monumental events.

Event Operations

- Support the planning and execution of all Beyond Monumental events and related functions including expos, race day operations and post-event activities.
- Manage operations for event expos, including vendor coordination and build-out and tear-down plans.
- Assist with the setup and execution of event sites including start lines, finish lines and post-race celebrations.
- Collaboration with the partnerships team to ensure successful sponsor activations and fulfillment at events.
- Assist in recruiting and coordinating with volunteer groups, including aid stations and course support teams.
- Help train, organize and manage volunteers during events.
- Support on-course engagement including cheer zones, entertainment, and participant experience elements.
- Assist with merchandise inventory management and fulfillment for the online store.
- Develop post-event "after action" reports to evaluate operations and identify opportunities for improvement.
- Manage the sustainability, recycling and waste reduction plans for all events.
- Support the programs manager in the management and execution of the Apex Benefits Monumental Kids Movement and related events.

Warehouse & Logistics Management

- Manage the Beyond Monumental warehouse, including daily operations, incoming and outgoing shipments, and organization of event equipment and supplies.
- Maintain accurate inventory of event assets including shirts, medals, awards, signage, tents, trade show booths and other event materials.
- Oversee ordering, shipping, receiving, storage and tracking of key event materials such as race shirts, medals and signage.
- Maintain and clean event equipment and supplies, ensuring items are organized, functional and ready for use.

- Optimize warehouse space, organization and operational efficiency.
- Manage vendor relationships related to event materials including race shirts, medals, signage and other operational partners.
- Manage event signage strategy, including ordering, inventory, installation, planning and storage.
- Manage and maintain branded expo and display assets throughout the year.

Qualifications

Ideal candidates have a passion for the sport of distance running and experience in the sport and/or the event industry and have the following competencies:

- Experience in warehouse management, logistics, operations or event management preferred.
- Strong leadership, communication, and interpersonal skills with the ability to collaborate effectively with colleagues, volunteers, and community partners.
- Excellent organizational and time-management skills with the ability to manage multiple deadlines in a fast-paced, event driven environment while maintaining attention to detail and composure under pressure.
- Commitment to delivering an outstanding participant experience and high level of customer service.
- Experience working with nonprofit or volunteer-driven organizations and familiarity with the greater Indianapolis running/events community is a plus.
- Valid driver's license required; comfortable driving box trucks (no CDL required). Ability to lift up to 25 lbs. regularly and up to 50 lbs. occasionally. Forklift certification preferred or willingness to obtain.
- Availability to work evenings, weekends and other non-traditional hours as required by events and operational needs.
- Bachelor's degree preferred.

Interested candidates should send a letter of interest and resume to careers@beyondmonumental.org.