Bishop Craggin’ Classic Event Co-Contractor
at The American Alpine Club

Reports To: Advancement Director
Classification: Contractor
Location: Bishop, CA (or driving distance)

Pay Range: $3,500 - $4,000

Bishop Craggin’ Classic Event Co-Contractor Job Summary
The AAC is searching for an excellent Craggin’ Classic Series (CCS) event contractor to assist with the Bishop Craggin’ Classic. You will work as a team of two alongside a fellow event contractor. Event contractors work with the AAC to develop, implement, and coordinate individual Craggin’ Classic events which champion community, competency, and conservation as well as carry the mission, vision and core values of the AAC.

Event Contractors are responsible for the event planning and execution, local marketing, participant experience, and overall success of the event from conception to clean up. They are responsible for creating events that provide an environment of inclusion and extraordinary guest experience.

As the Event Co-Contractor, you and your co-coordinator will:

Planning:
• Securing food and entertainment
• Hiring / renting and managing audio / video needs
• Coordinating with the AAC’s Corporate Partners, event sponsors and vendors to achieve stated goals and assist in their needs
• Obtaining necessary permits

Marketing:
• Thoroughly marketing the event regionally according to established AAC marketing guidelines
• Promoting the event via local Facebook channels
• Maintain a positive working relationship with event neighbors and local authorities
• Promoting the CCS within the local and neighboring communities

Other Duties:
• Managing basic event accounting
• Organizing and managing volunteer team
• Securing additional local sponsors and event partners as possible
• Orchestrating and implementing a local stewardship project as part of the event
• Additional duties as assigned by the Advancement Director

You are a strong fit for this role if you:

• Believe in the AAC vision and mission
• Have excellent interpersonal and communication skills
• Are an involved member of the local climbing community
• Minimum of 1 year experience with event production and management
• Experience with volunteer management
• An acute attention to detail
• An excellent demeanor and the ability to represent the AAC in a professional manner at all times
• Competency with Microsoft Office, Google Suites, Squarespace, and Mailchimp
• Creative sense of fun
• Experience with InDesign, Adobe Suites, CRM platforms a bonus

Reporting Relationship
The Event Coordinator will report to the Advancement Director, Heidi McDowell. The Event Coordinator is a member of the Advancement Team and collaborates with the entire American Alpine Club staff to plan and execute successful community events.

How to Apply
All who love the AAC mission are encouraged to apply, including people of color and Black, Indigenous, transgender and non-binary people.

Please email your resume and cover letter to hmcgowell@americanalpineclub.org. Use “Bishop Event Contractor – [Your Last Name]” as the subject line – no phone calls, please. Only potential interviewees will be contacted. Applications without cover letters will not be considered.

The AAC is an equal opportunity employer. Your gender, religion, sex life, skin color, first language, and size and ability of your body do not factor into employment decisions here. Neither do your friends in high places. If you love our mission and are good at what you do, come as you are.

About the AAC
Founded in 1902, the American Alpine Club (AAC) envisions a united community of competent climbers and healthy climbing landscapes. For more than a century, the AAC has built relationships with conservation-minded organizations and government agencies, funded and documented some of the world’s most significant climbs—including historic expeditions to K2 (1938, ’39 and ‘53), the first ascent of Hidden Peak (’58), the first American summit of Mount Everest (’63), and Antarctica’s Mount Vinson (’66)—and connected climbers from a variety of backgrounds.