

Site Manager Job Description

Responsible for the infrastructure set up, derig and maintenance of the start and finish venues and management of suppliers throughout the event

Thursday:

- On site 8AM
- We recommended wearing safety shoes while moving equipment
- Speak to venue if necessary
- Checks site plan is still valid
- Take all deliveries including vehicles
- Site all suppliers
- Set up gantries and barriers if time
- Labels vehicles up with laminated vehicle signs
- Add key fobs to vehicle keys
- When O&H arrives, cross load all kit into relevant vans for pit stops
- Ensure nosecco, flutes and medals split between finish and lunch (if half marathon)
- Split fruit and snacks for AM and PM pit stop (based on full and half numbers)
- Check in with overnight security when they arrive

Friday:

- On site 8AM
- Check everything is on site as it should be
- Work with the Start/finish manager to ensure Santander branding is up correctly
- Give all van keys to event director to hand out/keep safe
- Responsible for set up team of start pen, gantry and media wall
- Move across to finish with finish team to set up as per site plan
- Ensure someone puts road signage out to the start/finish as per site plans
- Check in with overnight security when they arrive

Saturday/Sunday (Event dependent which day):

- On site 5/6AM (event dependent)
- Final site checks
- Meet parking stewards on site
- Keep start site tidy and BOH area working
- Pack down start site once last wave left and litter sweep (1 or 2 day event dependent)
- Check on the finish site that everything is functional and BOH area set up and in flow-check junkclear bags etc
- Unload pit stop vans on to trucks when they arrive back
- Get signage in off the roads
- Send crew member with van keys, iPads, folder, tracker, icoms, credit card to start/finish manger to check everything back in
- Check in with overnight security when they arrive