

Stadium Events Manager
Immediate Start
Full Time (40 Hours)

Competitive Salary + Benefits

Emirates Old Trafford, home to Lancashire Cricket, is an award-winning, world-class venue for sport, business, and leisure and entertainment. Over the last decade, the venue has undergone a transformational redevelopment with events spaces for up to 2,000 delegates: a four star Hotel, Hilton Garden Inn with 150 rooms and an on-site Caffè Nero.

Emirates Old Trafford has played host to some of the world's biggest sporting events, including in 2019 six ICC Cricket World Cup fixtures, Ashes Test Matches and a renowned entertainment venue with Ariana Grande's 'One Love Manchester' concert, Beyonce, Rhianna, Foo Fighters and more. A venue where no one day is the same switching between sport and entertainment.

The Stadium Events Manager is responsible for major and minor event planning and delivery throughout the cricket season. Events will include International Cricket, T20 fixtures, Hundred Ball fixtures, County Championship, One day cricket, Concerts, out ground cricket and any other outdoor events.

The role will be the main point of contact for stadium events held on site and will ensure that all allocated events are delivered to meet the needs of the organiser in an efficient, safe and guest focused environment in liaison with the Operations Team.

Projects will form an important part of the role and will involve the management of contractors / suppliers and liaison with other departments within the club.

Supporting the Head of Stadium Events, the role will deliver the events P&L and capital projects list to agreed budgets.

Key Responsibilities

Event management planning, coordination & delivery of major & minor stadium events.

Design and produce working site plans for major & minor events.

Chair planning meetings and taking minutes, where allocated.

Ensure a safety event manual is produced for each event.

Create match briefs for allocated matches

Deliver briefings where required.

Produce a P&L for each major event.

Oversee and manage the set up and derig at allocated events, managing additional temporary infrastructure where required.

Work closely with external stakeholders, such as the ECB, cleaning contractors, catering suppliers, to ensure they deliver their match day operation

Deliver event site cleaning and waste management with supplier

Carry out post event evaluation.

Match day management contact at domestic fixtures and out grounds.

Act as duty manager on a rotation basis based on fixtures

Sponsor / partner / ECB event activations.

General administration duties related to Events and Projects

Work closely with the facilities team to ensure efficient site set up and de rig in relation to allocated events

Work closely with the Security team to ensure that stewarding levels match the event delivery, and the site is managed correctly.

Work closely with the Guest Experience team to ensure we are delivering memorable moments for all guests.

Minimise queues and enhance queue experience throughout

Create innovative ways to enhance the Guest Experience.

Liaise as required with external agencies including Safety Advisory Group, Police, Council, ECB.

Requirement to work unsociable hours and weekends to manage & deliver events

Essential Requirements

Qualified to degree level in a relevant events subject (desirable) or relevant industrial experience

Safety management experience, credible knowledge of venue safety and security functions

Working knowledge of the green and purple guides (desirable)

Budgetary and people management Skills

Willingness to achieve IOSH, NEBOSH, NVQ Level 2 & NVQ Level 4. (Company will pay for training)

What we offer

- Company Pension Scheme, Life Assurance
- Wellbeing support and wellbeing programmes
- Social and sporting activities
- Parking
- Uniform
- Annual leave which increases with service
- Hilton benefits for yourself, family and friends through Hilton Honors
- Discount on hotel room and food and beverage

Take a look at the Job Description and if you have the relevant skills and experience and wish to apply for this role please send your CV with current salary details to Alex Bullough, Recruitment and Training Manager, Lancashire Cricket at careers@lancashirecricket.co.uk. Closing date for applications is **Monday 4th October 2021**. *Lancashire Cricket's ambition is to work towards promoting a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity.*