



**JUNIOR EVENT MANAGER
12 MONTH FIXED TERM
FULL TIME**

Emirates Old Trafford, home to Lancashire Cricket, is an all-encompassing, world class venue for sport, business and leisure. Boasting international cricket matches, renowned concerts, such as Ariana Grande's 'One Love Manchester'; award-winning, intelligent conference and events spaces for up to 2,000 delegates; a four-star Hilton Garden Inn Hotel; plus an on-site Caffè Nero, Emirates Old Trafford offers a unique and unparalleled working environment.

The Club is set to host an exciting array of international fixtures in what will be a historic 2019, starting with six ICC Cricket World Cup matches, including a semi-final this sees the tournament returning to England for first time in 20 years and in September hosting the 4th Specsavers Ashes Test. This year will see approximately 220,000 visitors to the stadium for International Cricket.

A busy year of cricket at our venue and we are offering an exciting opportunity for 12 months for someone who is just starting out in event management the chance to be part of it. The role will support two Event and Project Managers in the Operations team to deliver these fixtures plus take the lead on some elements on match days. There will also be the chance to work with the wider Operations team to deliver stadium and development projects.

The Role

- Pre-match event administration support – creating briefing documents for staff, suppliers and stewards
- Help to manage match day costs within budget, raising purchase orders and product/service delivery schedules
- Work with both internal and external stakeholders ensuring all area aware of match day logistics and everything in place for the delivery of their match day operation
- Where identified event manage domestic out-ground fixtures – coordination of infrastructure, site set up, catering and parking
- On match days prior to gates opening ensure all stakeholders are ready for delivery e.g. food and bar units open, cleaning teams in position
- Management of match day entertainment
- Work with the Lancashire Foundation on major match days to ensure they are able to run their activations
- Post-match work with maintenance to ensure site is turned around either for next match day and the site is operational and accessible.

The Person

Qualified to Degree Level in a relevant Events subject.

Previous experience of delivering events ranging in size and type, from initial ideas through to event delivery. Teamworker, with strong organisation and planning skills with the ability to take the lead when required. Excellent interpersonal skills to be able to communicate effectively with a diverse and often demanding range of people. A “can do” attitude capable

of working calmly under pressure. This role is a dynamic role and will involve working weekends, evenings during the cricket season so flexibility with availability is essential.

We are offering a competitive wage, with the opportunity to get a solid 12 months sports events management experience plus fantastic benefits which include Pension, Health Cash Plan, discounted hotel and Food and Beverage rates across Hilton and also onsite car parking.

If you meet the requirements for the role, then apply please send your CV with current salary for the attention of Alex Bullough to humanresources@lancashirecricket.co.uk. Closing date for applications Thursday 28 February 2019.