



Lancashire Cricket

JOB DESCRIPTION

JOB TITLE: Junior Event Manager

NAME OF JOBHOLDER:

REPORTS TO (TITLE): Alice McCready, Events and Project Manager

OFFICE/HO DEPT: Stadium Operations

DATE:

1. MAIN PURPOSE OF JOB

Emirates Old Trafford, the home of Lancashire Cricket, are looking to source a Junior Event Manager to join the Stadium Operations team on a fixed term 12 month contract. The 2019 cricket season is set to be one of the biggest in Lancashire Cricket's history – hosting six ICC Cricket World Cup matches and an Ashes Test Match, along with a full domestic calendar of cricket. The Junior Event Manager will support two Event and Project Managers in the Operations team in delivering these fixtures across the summer and take a lead on various elements on match days. The Junior Event Manager will also work with the Operations team to deliver stadium wide projects and development through the summer and into the winter season.

2. JOB SPECIFIC TASKS

Event support-

Pre match days;

- Work with the Event and Project Managers pre match to support with event administration
- Create briefing documents for staff, suppliers and stewards.
- Deliver briefings where required.
- Communicate with match day suppliers and meet with suppliers on arrival to site.
- Help to manage match day suppliers ahead of match days to ensure costs meet or come under budgets, purchase orders are raised correctly and issued and they are scheduled to deliver product/service on time.
- Work closely with internal stakeholders (marketing, commercial, maintenance) in order to ensure all departments are aware of match day logistics and areas that they are responsible for in relation to match days are covered.
- Work with the onsite maintenance team in ensuring that match day site set up is on track.
- Work closely with external stakeholders, such as the ECB, cleaning contractors, catering suppliers, to ensure they deliver their match day operation
- Management of identified domestic fixtures (out ground matches) – including management of set up before the match, ensuring the site is safe, ready and set up and all required personnel are on site in order for gates to



open.

Match day;

- Before gates open, ensure that various match day suppliers are ready for delivery e.g all staff are in place, food and bar units are open and ready to serve guests, cleaning teams are in position.
- Management of match day entertainment (bands/family acts) through the day.
- Work with the Lancashire Foundation on major match days to ensure that all of their activations are set up and ready before gates open.
- On major match days, work with the ECB commercial partners to make sure that they have what they require to run their activations and are ready for gates opening.
- Act as an on call contact, along with the Event and Project Managers, for any problems that match day operational teams may have and assist where possible to find a solution.

Post match;

- Work with onsite maintenance team to ensure site is turned around to suit either the next match day or to make sure the site is operational and accessible for parking.

Further responsibilities-

- Support the operations team by taking an overall lead on men's and women's matches held at out ground venues in the North West region. This will involve coordination of infrastructure being moved between site, set up at the out ground venue, liaising with the cricket department to ensure all player requirements are met in terms of catering, parking etc
- Outside of cricket, the stadium is the host venue for the Manchester Half Marathon and the Manchester Marathon. As a Junior Event Manager you will work with the organisers to manage their site set up around stadium logistics and be present on the day to assist.

Project support –

- Support the Operations team with new and ongoing stadium projects.
- Identify potential suppliers for projects and obtain quotes.



3. KNOWLEDGE/EXPERIENCE/SKILLS NEEDED

- Qualified to HNC/degree level in a relevant events subject or relevant experience.
- Previous experience of delivering events ranging in size and type, from initial ideas through to event delivery.
- Strong teamwork, leadership, organizational and planning skills.
- Strong interpersonal skills and able to communicate effectively with diverse and demanding groups.
- Pragmatic personality with a “can do” attitude.
- Able to work effectively and calmly under intense pressure.
- Oral and written presentation skills.
- Advanced IT skills.

Please note, this role is a dynamic role and involves working numerous weekends during the season and working unsociable hours and long days.

4. ASSIGNMENT AND PLANNING OF WORK

(from where and how the jobholder's work arises)

AGREED AND SIGNED BY:

JOBHOLDER:

MANAGER:

DATE:

DATE TO BE REVIEWED: