



**EVENT STAFFING COORDINATOR
35 HOURS PER WEEK
INCLUDING EVENINGS & WEEKENDS
SALARY DEPENDANT UPON EXPERIENCE**

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 have an opportunity within our Staffing & Recruitment team for someone who has experience of event staffing. Reporting to the Recruitment & Training Manager you will assist and support the continued recruitment of quality staff, ensuring all events are adequately staffed and booked. Your role will be to undertake recruitment, support training and induction and be expected to be part of the check-in operations for large events and run check-in for smaller events.

The Role

- Booking and coordinating event staff using the event staff booking system (Humanforce)
- Set up and conduct check-in and check-out for key events – these events can be during the day, evening or weekend
- Ensure all staff demonstrate excellent presentation standards in accordance with the Club's uniform standards
- Assist and operate recruitment days, conducting interviews, and managing the recruitment administration
- Manage the administration for new event staff starters
- Participate in event staff induction training
- Manage event staff uniform – ensuring stock levels are maintained, ordering new stock and issuing uniform to new employees
- Any associated administration for staffing and recruitment which will include ensuring the labour booking/management system is kept up to date and all data is input in a timely manner

The Person

Coming from an event background, ideally you will have some experience of event staffing or already be in such a role and looking to change environments or move to a bigger organisation. You will need to be highly organised, with attention to detail. Have excellent interpersonal skills to deal with staff and Managers. Flexible with working arrangements as

the role will require to work evenings, and weekends for check-in and check-outs throughout the year.

We are offering a competitive wage, with the opportunity to join a dynamic business which a wide range of events taking place. With fantastic benefits which include Pension, Health Cash Plan, discounted hotel and F&B 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 4th March 2019.