



**CRICKET
IRELAND**



Event Manager
Candidate Brief

OVERVIEW

Cricket Ireland is the governing body for the game at both performance and participation levels throughout All-Ireland, representing the interests of both the men's and women's game. The future of Irish cricket is incredibly bright given the growth of the sport driven by significant success on the international stage in the last decade leading to unprecedented visibility for Irish cricket at home and abroad.

Our emergence as a sport of national significance will only grow following the recent elevation of Cricket Ireland to ICC Full Membership and Test Status and a major revamp of international cricket structures that will see Ireland playing all three formats of the game at the highest level for the foreseeable future.

POST TITLE

Event Manager

REMUNERATION AND ROLE LOCATION

- 🌐 The package will include a salary commensurate with qualifications and experience.
- 🌐 Company Car
- 🌐 Position tenure: Full time contract
- 🌐 Position location: CI head office, Clonshaugh, Dublin.
- 🌐 Annual leave: 25 days pro rata

ROLE AND PURPOSE OF THE POSITION

Overall responsibility for the management and delivery of all home international matches and non-international matches and events.

2019 sees Cricket Ireland hosting a number of high-profile events including the Ireland v England ODI in May and the Ireland/West Indies/ Bangladesh Tri-series in Dublin in May along with Afghanistan and Zimbabwe in Northern Ireland

REPORTING TO:

Commercial Director

WORKING RELATIONSHIPS

- 🌐 Chief Executive
- 🌐 Senior Management Team
- 🌐 Commercial department staff
- 🌐 Marketing Manager
- 🌐 Media and Communications Manager
- 🌐 Provincial Union General Managers and Chairmen
- 🌐 Media

KEY RESPONSIBILITIES

- ④ Overall management of all domestic and international men's and women's home matches including national cups and Inter-Provincial competitions and other Cricket Ireland events, such as launches, AGM, ad-hoc events.
- ④ Liaison with host venues, local authorities and/or local organising committees regarding all aspects of the events such as broadcasting, seating, hospitality, catering (VIP, player/official/public) security match regulations (in conjunction with the Cricket Operations Manager)
- ④ Working with local authorities on event licence applications and to ensure event plans, Health & Safety. Medical plans, site plans are all at best practice levels.
- ④ Working closely with CI volunteers in all provinces to deliver first class events
- ④ Prepare detailed event plans for international matches
- ④ Management of the income and expenditure budget for all events
- ④ Liaison with CI Finance Dept regarding pre-event payments and post-event recharges/reconciliation/invoicing/credit control
- ④ Working closely with Commercial team on delivery of all contracted benefits including the management of signage and branding rights, tickets and hospitality at events
- ④ Working closely with the Commercial team to proactively identify opportunities for adding value to commercial partners at events
- ④ Liaison with the Commercial team re seating numbers, tickets sales and ticket allocation for CI members and stakeholders
- ④ Liaison with the Marketing Manager regarding delivery of printed materials for matches and events eg. posters, tickets, publications, match brochures, scorecards etc
- ④ Facilitating delivery of on-ground/in-venue requirements to key stakeholders eg. broadcasters, written media, internet providers, hospitality caterers, security personnel, merchandisers etc
- ④ Management of Cricket Ireland VIP hospitality, including invitations, in-venue set-up, table-planning, VIP management
- ④ Event manager for CI Awards
- ④ Managing Event management staff (One fulltime and various part-time/seasonal)
- ④ Other commercial activity deemed appropriate or reasonably within the remit of the role as decided by Head of Commercial
- ④ The Event manager will be an integral part of the CI Commercial Dept. and will participate in regular commercial meetings, sponsor meetings and will work closer with other CI Departments

ESSENTIAL REQUIREMENTS

- ④ Previous Sports Event and Event Management Experience
- ④ Be eligible to work in Ireland on a full-time basis.
- ④ Full clean driver's license
- ④ Excellent working knowledge of modern Microsoft IT and software packages including Office, Word, Excel and PowerPoint

KEY QUALITIES

- Experience working in a sports environment
- Experience working with volunteers
- Strong administrative skills
- Must be highly organised and be able to work under pressure, with the ability to multi-task
- Strong written, verbal, communication skills
- Team building, negotiation skills and experience in working with volunteers is essential
- Ideally, a knowledge or interest in cricket but not essential
- Highly developed written, verbal, communication and relationship building skills
- Excellent time management-skills are required with the ability to work on one's own and be self-motivated
- Must be prepared to work unsocial hours, including out of office hours and on weekends/bank-holidays

Candidates should note that this list is not an exhaustive list and is subject to change as the job requires.

PROCESS

- The closing date for applications will be Wednesday 27th March
- Letters of application and full CVs should be sent by email to recruitment@cricketireland.ie and will be confidential
- Interviews will be held start of April
- Role will commence late April/Early May