

SEASONAL EVENTS ASSISTANT (3 month fixed term contract)

Job Overview

The Seasonal Events Assistant will support the planning, coordination and delivery of domestic and international cricket events throughout the season. Working closely with the Events team, the role provides hands-on operational support across match days, training sessions, volunteers, ticketing and event infrastructure, as well as liaison with broadcast and media partners. This is a fast-paced, flexible role requiring strong organisational skills, attention to detail and a willingness to work evenings and weekends as required by the cricket calendar.

Reporting to

- Events Manager

Essential Criteria

- Flexibility to work a five-day working week, including Saturdays and Sundays
- An understanding of cricket and the sporting environment
- Experience coordinating and supporting projects in a demanding, fast-paced environment
- Ability to work flexibly in a diverse environment where change is an accepted part of the role
- Full, clean driving licence with access to a car/transport

Key Qualities

- Strong organisational skills with excellent attention to detail
- Highly organised with the ability to work under pressure and manage multiple tasks simultaneously
- Excellent time management skills with the ability to work independently and as part of a team
- Willingness to work flexible hours, as dictated by a sport that is largely leisure and volunteer-based
- Demonstrable working knowledge of website and social media management
- Demonstrable working knowledge of Microsoft Office applications, including Word, Excel and PowerPoint

Key Responsibilities

- Support international match days, including venue preparation, set-up and breakdown
- Assist with the coordination and support of match day volunteers
- Support the delivery and management of senior international men's and women's training sessions
- Assist with ticketing operations, including setting up matches on the ticketing system
- Manage complimentary ticket allocations where required
- Raise purchase orders and assist with invoicing processes
- Support the management of infrastructure requirements for domestic competitions, including marquees, scaffolding, and event furniture

- Provide on-site operational support at matches and events as required
- Liaise with internal departments to ensure smooth delivery of events and competitions

Process

- The closing date for applications will be Wednesday 8th April.
- Letters of application and full CVs should be sent by email to recruitment@cricketireland.ie
- Please include 'SEASONAL EVENTS ASSISTANT' in the subject title. If you are shortlisted following the application process, interviews will be held as soon as possible after the closing date.

Cricket Ireland is an equal opportunities employer

