

## SEASONAL EVENTS MANAGER (2-month fixed term contract)

### Job Overview

The Seasonal Events Manager will lead the planning, coordination and delivery of domestic and international cricket events during a peak operational period. The role is responsible for managing match-day operations, staff and volunteers, event infrastructure, and key stakeholder relationships to ensure the safe, professional and efficient delivery of events. This is a hands-on, fast-paced role requiring strong leadership, organisation and the ability to manage multiple events concurrently.

### Reporting to

- Head of Events

### Key Responsibilities

- **Event Planning & Delivery**
  - Lead the end to end delivery of cricket events, including international fixtures and domestic competitions
  - Oversee venue preparation, event set up, live operations and breakdown
  - Manage event schedules, logistics and operational plans
  - Ensure events are delivered in line with organisational standards, health & safety requirements and governing body regulations
- **Match Day Operations**
  - Act as the primary on site operational lead on match days
  - Coordinate staff, volunteers, officials and suppliers
  - Manage operational issues in real time and implement solutions as required
  - Oversee ticketing operations, including allocations and complimentary tickets
- **People & Stakeholder Management**
  - Line manage and support seasonal event staff and volunteers
  - Liaise with venues, suppliers, broadcast partners and internal departments
  - Coordinate with media and broadcast teams to support match day requirements, interviews and presentations
- **Budget & Administration**
  - Manage event budgets, purchase orders and invoicing
  - Track expenditure and ensure cost effective delivery
  - Complete post event reporting and documentation

### Essential Criteria

- Proven experience managing or leading events in a live, operational environment
- Strong organisational and project management skills
- Ability to work under pressure and manage competing priorities
- Experience managing staff, volunteers or contractors



- Flexibility to work evenings and weekends as required
- Full, clean driving licence with access to transport
- Eligibility to work in the Republic of Ireland and UK without a work permit

### **Desirable Criteria**

- Experience working within sport or major events
- Knowledge of cricket or similar team sports
- Experience working with broadcast or media partners
- Familiarity with ticketing systems and event infrastructure management

### **Key Skills and Attributes**

- Excellent leadership and communication skills
- Strong attention to detail
- Calm and professional approach in high-pressure environments
- Highly organised with strong decision-making ability
- Confident working independently and as part of a wider team

### **Process**

- **The closing date for applications will be Wednesday 8<sup>th</sup> April.**
- **Letters of application and full CVs should be sent by email to [recruitment@cricketireland.ie](mailto:recruitment@cricketireland.ie)**
- **Please include 'SEASONAL EVENTS MANAGER' in the subject title. If you are shortlisted following the application process, interviews will be held as soon as possible after the closing date.**

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