

Selwyn Sports Trust Events Team

Event Manager

Reports To

The Event Manager will report directly to the Executive Officer.

Job Overview

The Event Manager will be a successful, enthusiastic, innovative professional. They will be responsible for the designing and hosting of memorable events from conception through to completion. Responsibilities of the manager will cross all aspects of successful event planning and hosting as listed below.

Responsibilities and Duties

Below is a list that highlights the key responsibilities of the Event Manager, there may be some additions and alterations to this list as the role develops.

- Event planning, design and hosting.
- Liaise with key stakeholders to ensure relationships are maintained and mutually beneficial.
- Provide timely and ongoing feedback to key stakeholders.
- Propose ideas for the improvement of existing events.
- Organise and manage all event's details.
- Ensure compliance with current legislation and accepted good practice.
- Specify subcommittee member roles and coordinate their activities.
- Develop and lead marketing and promotional activities to promote and publicise all events.
- Identify and source sponsorship opportunities.
- Proactively handle any rising issues during any event and troubleshoot any potential problems.
- Conduct ongoing and detailed reviews of all aspects of events.
- Develop and propose ideas for additional events that could be added to the Trust event portfolio.
- Attend to various other duties associated with the running of the Trust as they arise.