



## **Event Operations Manager, Logistics**

### **SportAccord Convention – Lausanne, Switzerland**

#### **About SportAccord Convention**

SportAccord Convention is the world's premier and most exclusive annual event at the service of sport. Held in a different city each year, the Convention takes place over six days and is focused on driving positive change internationally and dedicated to engaging and connecting; international sports federations, rights holders, organising committees, cities, press and media, and organisations involved in the business of sport.

The SportAccord Convention is a not-for-profit organisation which annually brings together representatives from more than 100 International Sports Federations affiliated with the following umbrella organisations that host their Annual General Assemblies at the SportAccord Convention.

SportAccord (GAISF - Global Association of International Sports Federations), ASOIF (Association of Summer Olympic International Federations), AIOWF (Association of International Olympic Winter Sports Federations), ARISF (Association of IOC Recognised International Sports Federations), AIMS (Alliance of Independent Recognised Members of Sport) and Associate Members. In addition, the SportAccord Convention receives the full support of the International Olympic Committee.

#### **Description**

As Event Operations Manager, Logistics, you will manage all non-program related elements of selected events as part of the event business plan to a very high level of quality throughout the year. The Event Operations Manager, Logistics, is responsible - within the given area of framework - for the following responsibilities.

#### **Responsibilities**

- Manages external suppliers to support the high quality delivery and cost effectiveness of the events
- Ensures compliance with SAC SOPs and industry regulations and guidelines
- Acts as a centre of excellence for event management within the SAC Business
- Contributes to the development of best practice for all SAC events

#### **Key Activities**

##### **Event Management**

- Driver of Venue Management and its operational elements in regards to the annual meeting
- Responsible for delivering event services to stakeholders, internal and external client groups within given areas of responsibility (Online Registration, Visa support, Accommodation, Transportation, Arrivals and Departures, Accreditation)
- Co-ordinates the operational aspects for Ceremonies, Education, Social & Cultural activities and City related events/official functions
- Responsible for the development/maintenance of event schedules



- Responsible for requirements for meeting rooms, exhibition and offices (AV, IT, FFE&E, video production, F&B, Decoration, etc.) and room set-up during the event
- Point of contact for external requests
- Guides host city DMC on best practice delivery of events
- Co-ordinates the operational aspects of events using external agencies
- Performs site-visits to host cities and identifies meeting venues
- Ensures accurate budgeting of costs for event activities, tracks and manages accordingly
- Produces project briefs for the MD
- Produces site visit reports
- Contributes ideas and makes suggestions on how project management can be optimized throughout the event
- Ensures appropriate SMART objectives are in place
- Implements event measurement tools

#### Agency/Supplier Management

- Briefs and manages consultants and agencies to ensure the successful delivery of events
- Liaises with external stakeholders pre, during and post the event to capture meeting requirements
- Ensures high performance of external agencies/ service providers and internal staff to ensure all required services, equipment and materials are available for use

#### Recommended

The ideal candidate will have the following:

#### Qualifications

- A business administration, project management or marketing qualification with a specialty in congress management/ tourism/hospitality
- A congress/event management qualification is advantageous
- Event Agency background

#### Experience

- Extensive event/congress management experience (6-8 years), preferably within the sports world but can also be from other sectors/industries
- Strong understanding of the event industry
- Has developed new areas of interest and generated new business
- Has managed large international events that have had a clear objective, timeline and required outcome
- Has experienced high levels of pressure and demanding congress/meeting participants
- Has worked long hours in pressured environments
- Marketing plans/organisation management.
- Has successfully managed projects from start to finish
- Database management experience
- Experience of working within large international corporations is advantageous



### Knowledge

- Mother tongue English – verbal and written, other languages are an asset
- Has strong event management knowledge
- Destination / geographical knowledge
- Knowledge of diversity and cultural awareness

### Competencies

- High-Performing
- Project management skills
- Communication skills
- Event Management skills
- Negotiation skills
- Influencing skills
- Interpersonal and team skills
- Resilience to stressful situations
- High level of flexibility and diplomacy
- Creativity and flair
- Problem solving skills
- Ability to travel frequently

### **Submit Your Application**

If you meet these requirements, please submit your motivation letter and CV to the attention of Mr. Nis Hatt, Managing Director, [info@sportaccordconvention.com](mailto:info@sportaccordconvention.com) by **Wednesday, 19 July 2017**.

<http://sportaccordconvention.com/about/careers>

For more SportAccord Convention information, visit [www.sportaccordconvention.com](http://www.sportaccordconvention.com)

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