MANAGER EVENT PRODUCTION IN VENUE HOSPITALITY F/M

Sportcarriere is assisting On Location in the recruitment of a Manager Event Production In Venue Hospitality on Permanent Contract.

On Location is a global leader in premium experiential hospitality, offering ticketing, curated guest experiences, live event production and travel management across sports, entertainment, fashion, and culture. On Location provides unrivaled access for corporate clients and fans looking for official, immersive experiences at marquee events, including the Olympic and Paralympic Games, Super Bowl, NCAA Final Four, New York Fashion Week and more.

An official partner and/or service provider to over 150 iconic rights holders, such as the IOC (Paris 2024, Milano Cortina 2026, LA 2028), NFL, NCAA, UFC and PGA of America, and numerous musical artists and festivals, the company also owns and operates several of its own unique experiences. On Location is a subsidiary of Endeavor, a global entertainment, sports, and content company.

Last summer, On Location and the International Olympic Committee have signed an historic long-term agreement that includes all editions of the Olympic and Paralympic Games until 2028.

On Location, has then become the exclusive provider for the official hospitality products of the Games at Paris 2024, Milano Cortina 2026 and Los Angeles 2028.

Designed in collaboration with the Organizing Committee of each Host City, the Olympic and Paralympic hospitality products will provide a one-of-a-kind window into these world-renowned locations. Packages will include tickets, accommodations, experiences and unique hospitality offers at the heart of the Games and the hosting city.

Role

Manager, Event Production is a key role with a primary responsibility for providing operational support across multiple in venue hospitality programs (IVH) occurring within various Olympic Sporting venues during the 2024 Paris Olympic and Paralympic Games.

The Manager works closely with Director, Event Production to develop an IVH hospitality program that delivers exceptional spectator experiences and maximizes revenue through a wide range of commercial offerings.

This leader will play a key role in managing event production budgets and services to support the IVH hospitality program.

Functions and responsibilities

- Work in coordination with Director, In Venue Hospitality and Paris 2024 to manage venue contracts, and identify, assess and assign in venue hospitality space ;
- Work in partnership with the commercial product architecture team to define service levels and generate budget per Olympic venue based upon sport, demand and session ;

- Work in partnership with the commercial product architecture and game stakeholders team to identify IVH opportunities for select top sponsors and partners ;
- Aid in the production and delivery of Olympic Family and International Federation Lounges ;
- Manage overall project milestones and timelines ;
- Manage P&L and track expenditures ;
- Develop a working database of vendors ;
- Work in coordination with the Creative Development team to ideate and render hospitality space with a focus on culture, hospitality, sport and sustainability ;
- Identify potential sponsorship assets and "in kind" opportunities ;
- Encourage and support use of sustainable products, when available ;
- Attend meetings (virtual/in person) and report on behalf of the event production team(s) as it relates to the IVH hospitality programs.

Profile requirements

- Bachelor's Degree in Business, Communications, Public Relations, Marketing, Hospitality Management, Sports Management, or a related field, or equivalent experience required ;
- Minimum of 3-5 years of experience in managing and producing events, brand activations and event teams ;
- Experience in managing and producing events in Stadium and Temporary Structure environments ;
- Speaks and writes fluent business French; other languages encouraged ;
- Proficient user of Microsoft Office Suite | Adobe Acrobat ;
- Knowledge of FileMaker| Keynote | SharePoint | Smartsheets | Microsoft Teams | Zoom ;
- Prior experience with large-scale events in France, a plus, including network of local vendors ;
- Flexibility and positive attitude to work long days, evenings, weekends and holidays when necessary ;
- Highly organized and process-oriented ;
- Ability to multi-task and remain calm in high-pressure situations ;
- Strong communication, interpersonal, negotiation and conflict resolution skills ;
- Self-motivated, resourceful, and directed, requiring minimal supervision ;
- Good timekeeping and work ethic that is characterized by commitment, motivation, and energy ;
- Presently resides and/or is willing to relocate to Paris, France.

Contract Type : Permanent contract – full time

Location : Saint-Denis – Paris region

Starting date : ASAP

Salary : Competitive