

PRODUCTION SENIOR COORDINATOR OLYMPIC & PARALYMPIC GAMES F/M

Sportcarrière is assisting On Location in the recruitment of a Production Senior Coordinator – Olympics & Paralympics on permanent contract.

On Location is a leader in premium experiential hospitality business, establishing a new industry standard to serve iconic rights holders with extensive experience in ticketing, curated hospitality, live event production and travel management in the worlds of sports and entertainment.

On Location is a partner to over 150 rights holders including the NFL, NCAA, the PGA of America and the United States Tennis Association, and provides unrivaled official access for both corporate clients and fans looking for immersive experiences at marquee events including the Super Bowl, Pro Bowl, NFL Draft, NCAA Final Four, PGA of America events, numerous College Football Bowl Games including the Rose Bowl Game and the Tennis Majors. On Location through CID Entertainment & Future Beat also partner with numerous artists and music festivals across genres, including Imagine Dragons, Metallica, Luke Bryan's Crash My Playa, Electric Daisy Carnival, Migos, Post Malone, Iron Maiden, and J.Cole.

On Location's operations include : Anthony Travel, CID Entertainment, Future Beat, Kreate Events, PrimeSport and Steve Furgal's International Tennis Tours.

On Location is part of the Endeavor network.

Role

On Location is seeking a highly motivated Production Senior Coordinator to help the organization's Olympic marketing activities. This is an opportunity to solidify a path towards a career in sports, event marketing and marketing asset production.

The ideal candidate is someone organized and confident working with creative assets, with prior experience working as part of an international marketing team with direct involvement in overseeing and coordinating marketing asset production. The candidate will be responsible for working closely with internal On Location functional teams, external stakeholders and will need to be capable of managing multiple, ongoing workstreams and deliver by deadlines.

Functions & Responsibilities

- Act as the key point of contact between the internal / external creative resources (producers, designers, agencies), marketing project managers and internal stakeholders ;
- Manage production planning in line with creative content requests ;
- Production planning including defining deliverables, time line, validation steps, project owner approval, Paris 2024 and IOC approvals, key milestones, risks ;
- Coordinate content production across and between internal teams in multiple countries and time zones ;
- Identify and implement optimum collaboration tools; educate and train users as necessary ;
- Managing and supervising content production projects from beginning to end ;

- Agile project management to ensure activities are performed on time, on budget and in alignment with the brief; ensure changes to the scope, brief or deliverables are communicated, approved by project owner, enacted rapidly ;
- Report production progress to relevant key stakeholders.

Profile requirements

- Excellent communicator and relationship builder ;
- Highly organized with excellent attention to detail and creative mindset ;
- Confident in managing internal and external production resources and driving their projects in line with needs and priorities ;
- Powerpoint and Keynote skills, ideally design softwares too (Adobe, Indesign) ;
- Proven track record in delivering marketing projects involving creative and/or content assets to scope, deadline and budget ;
- Experience researching and using various collaboration tools/software such as Monday, Asana, Teamwork, Slack, Teams, Workplace, Zoom, Notion, Google Suite, Microsoft 360 or similar ;
- French and English fluency, Italian highly desired.

Contract type : Permanent Contract – Full time

Location : Saint-Denis (Paris region) + Some international travel may be required

Starting date : ASAP

Salary : Competitive