

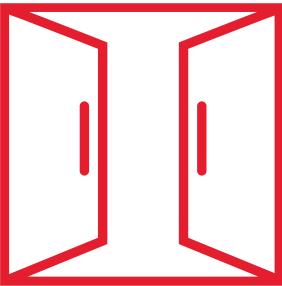


# THE SYDNEY SWANS FOOTBALL CLUB ARE RECRUITING A: **EVENTS & HOSPITALITY MANAGER**

When choosing a career with the Sydney Swans, you will join a strong values-based organisation with a committed, proud and professional team working together towards ultimate sporting success. The Sydney Swans strive to be one of the leading football clubs both on and off the field in Australia.

- ▶ **Renowned Australian sporting team**
- ▶ **Fun and fast paced**
- ▶ **Vibrant & supportive team environment**

## THE OPPORTUNITY

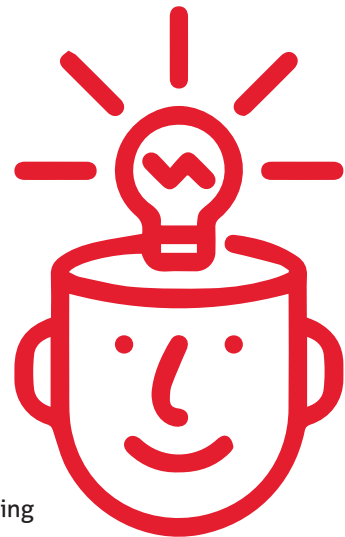


The Sydney Swans are currently accepting applications from suitably experienced individuals for the Events & Hospitality Manager position in our Match Day & Events Department. The role will report into the Senior Manager – Match Day, Events & Hospitality.

The Events & Hospitality Manager will professionally develop and implement a high-quality Sydney Swans events and hospitality program. The deliverables must be consistent with the Clubs' positioning as a premium sporting brand in Australia.

## THE EVENTS & HOSPITALITY MANAGER WILL BE RESPONSIBLE FOR

- ▶ Events and corporate hospitality planning and strategy for all club events and comprehensive corporate hospitality program
- ▶ End to end running of major club events, including budgeting
- ▶ Responsible for the planning and running of corporate hospitality spaces on all match days
- ▶ Communications with all internal departments as well as external supplier to bring events and corporate hospitality programs to life
- ▶ Manage the corporate gift program
- ▶ CRM management
- ▶ Work with all departments, external suppliers and venue on corporate ticketing
- ▶ Staff management
- ▶ Manage event collateral for all club events
- ▶ Work with all internal departments, external suppliers and venue on corporate ticketing



## WHAT WE'RE LOOKING FOR

- ▶ 3 years' experience working in events and/or hospitality
- ▶ Strong communication skills, both written and verbal
- ▶ Excellent stakeholder and relationship management
- ▶ Strong Microsoft Office skills
- ▶ Financial management – managing budgets including forecasting and reporting
- ▶ Have a high level of attention to detail



## CHARACTERISTICS



- A game changer; someone who is constantly looking for avenues to make improvement
- Macro-thinker; someone who is strategic and considers the bigger picture
- Passion and energy; someone who has a burning desire to work in the fast-paced and always evolving sports and entertainment industry
- Team Player; someone who enjoys being part of a team and is accountable, shares ideas, flexible and committed to the best outcome for the Club
- Precise attention to detail and project timeline management
- Strong communication skills, both written and verbal
- Due to the nature of the industry, the ideal candidate must be flexible in their availability as extended hours and weekend work will be required for this role.

## TO APPLY

Suitably experienced and interested individuals should submit a one (1) page letter of introduction addressing:

- Why you're interested in the position
- The three most important things you will bring to the role

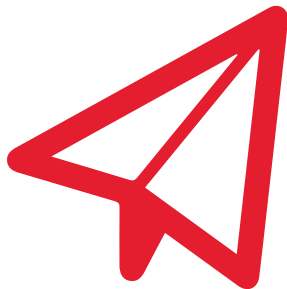
Along with this letter please also submit your resume which should be no longer than three (3) pages to:

### Via Email:

[hr@sydneyswans.com.au](mailto:hr@sydneyswans.com.au)

### Via Mail:

Madison Howarth  
Human Resources Assistant  
Sydney Swans Limited  
PO Box 173  
Paddington NSW 2021



### Applications close October 30, 2017

The Sydney Swans do not accept applications from recruitment agencies.

Sydney Swans Limited is an equal opportunity employer.

The Sydney Swans encourage applications from Aboriginal and Torres Strait Islander candidates.

Applicants must be legally entitled to work in Australia.

### FURTHER ENQUIRIES:

Further enquiries should be directed to Madison Howarth (Human Resources Assistant) on (02) 9339 9123.