



Job title: Event Operations Manager

Reports to: Head of Revenue & Operations

AFC Wimbledon is a professional football club based in South West London playing its home games in a new state of the art stadium.

The move to the new stadium marked a pivotal point in the club's history as it returned to its spiritual home at Plough Lane and provides the club with the ability to deliver top level facilities for both matchday and non-matchday events.

This new and exciting role has been created to support the Head of Revenue and Operations in key activities relating to revenue generating opportunities at the Club.

The Event Operations Manager will ensure all elements of matchday and non-matchday events are delivered to expectations, liaising and coordinating with stakeholders including catering, sales, stadium operations and event planners.

KEY RESPONSIBILITIES

- Event research, planning and new business development for Club events and on site pub
- Responsible for selling and managing external pitch events, film and photo shoots
- Event follow up, debrief and analysis
- Working with the marketing team to help plan marketing activities
- Content creation, including writing articles and content for newsletters and social media
- Generate and nurture new event leads
- Project management of each event to ensure it is planned and executed well
- Supplier and cost management
- Contribution to budget planning, monitoring ongoing (and final) spend and delivering the best possible ROI for events
- Competitor feedback
- Driving ideas and innovation to enhance the matchday experience, committed to improving process and experience
- Club activation pre-match and in bowl (incl. half-time, full time)
- Management of matchday suppliers and talent
- Communicate the schedule of activity to senior management ahead of every match day and major events.



- Commitment to working weekends & evenings – in line with the fixture schedule, the duties of the post require weekend and evening work to meet the needs of the agreed programme of events

ESSENTIAL EXPERIENCE

- Experience in the supervision, administration, and organisation of events
- Effective task management
- Microsoft Office competent
- Communication skills - telephone manner, email and face-to-face
- Commercial and business awareness
- Can-do attitude
- Attention to detail

DESIRABLE SKILLS AND EXPERIENCE

- Sales experience
- Presentation skills
- Budget management
- Social media experience
- Events Management Degree or similar
- Experience in working at a sports or entertainment arena
- Entertainment tech and AV knowledge
- Experience in managing and resolving issues in live event environments

The role will be offered on a permanent basis working 37.5 hours per week including match days, evening matches and weekends when required.

Salary range: Circa 30k + bonus incentive

Closing date: Tuesday 20th February 2024

If you believe you have the right skills for this position, please apply by sending an up to date CV with covering letter to bal.srai@afcwmbleton.ltd.uk



AFC Wimbledon is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity/paternity, race, religion or belief, sex or sexual orientation.

AFC Wimbledon is committed to safeguarding all children, young people and adults are risk involved in its activities and events. The group recognizes its responsibility to safeguard the welfare of vulnerable groups by a commitment to procedures to protect them. The group additionally expects all staff and volunteers to fully support and promote these commitments.