



***Job Description for Events and Operations Executive in Events and Operations
Department***

Company: European Professional Club Rugby

Job Title: Events and Operations Executive reporting to the Head of Events and Operations

Location: Lausanne, Switzerland

Starting Date: September 2021

Duration: Permanent Position

Background:

European Professional Club Rugby (EPCR) is the organiser of the Heineken Champions Cup and European Rugby Challenge Cup. EPCR's mission is to create outstanding rugby experiences for all key stakeholders, including leagues, clubs, players, match officials, unions, fans, broadcast and commercial partners, communities and the media. Established in 2014 with headquarters in Lausanne, Switzerland, EPCR has the following shareholders: Federation Francaise de Rugby (FFR), Federazione Italiana Rugby (FIR), Irish Rugby Football Union (IRFU), Rugby Football Union (RFU), Scottish Rugby (SRU), Welsh Rugby Union (WRU), Ligue Nationale de Rugby (LNR), Premiership Rugby (PRL) and United Rugby Championship (URC). The Heineken Champions Cup and Challenge Cup tournaments feature clubs which have qualified on merit from their respective domestic leagues – Gallagher Premiership Rugby, the TOP 14 and the United Rugby Championship (formerly PRO14).

EPCR is seeking to appoint a collaborative and committed individual to join and contribute to the success of our Events and Operations Team in delivering our blue-chip club rugby competitions. Reporting to the Head of Events and Operations, the role will involve acting as a liaison for several clubs across both competitions, assisting with the commercial delivery of our partners' rights and supporting the Head of Events and Operations and the wider business with ticketing operations and hospitality programmes. This will include assisting with the distribution and fulfilment of EPCR's ticketing and hospitality inventory across the pool and knockout stages as well as working as the Events and Operations project lead for the semi-finals and finals ticketing operations and hospitality programmes.

The position will be based at EPCR headquarters in Lausanne, Switzerland, and will involve weekend work and extensive travel across Europe.

Main Responsibilities:

The role of the Events and Operations Executive is to take charge of a broad range of projects which include:

- Acting as a Club Liaison (Heineken Champions Cup and Challenge Cup) ensuring the sporting, operational and commercial delivery of the Participation Agreement (PA);





- Building strong and effective relationships and engaging both internally, with EPCR colleagues, and externally, with the leagues, clubs, broadcasters and contractors to assist with the effective delivery of the competitions;
- Preparing Match Day delivery documentation for both pool and knockout stages and managing Match Day Delegates;
- Supporting the Head of Events and Operations and the wider business on ticketing and hospitality projects across both competitions during the pool stages and knockout stages;
- Supporting the Head of Events and Operations and the wider business with the operational implementation of the VIP, commercial partners and official hospitality programmes for semi-finals and finals of the Heineken Champions Cup and Challenge Cup;
- Supporting the Head of Events and Operations on other tournament related projects as and when required.

Skills & Experience

- Minimum 1-3 years professional experience in a sports business environment;
- Proven ability to manage the sporting, operational and commercial delivery of sporting events;
- Proven knowledge and ability of working with commercial stakeholders and sponsors to deliver their requirements;
- Proficiency and knowledge of ticketing and hospitality delivery is strongly desirable;
- Strong organisational and project management skills and an ability to multitask in a fast-paced environment, with diplomacy and flexibility;
- Excellent communication and interpersonal skills;
- Must be self-motivated, able to work independently but with awareness of when to seek guidance and advice;
- Proven creative and innovative approach to problem solving;
- Ability to establish and maintain strong interpersonal relationships;
- Knowledge of rugby and its major stakeholders in the Northern Hemisphere;
- Proven proficiency with ICT and MS Applications;
- Knowledge of project management processes and/or software is desirable.

Languages:

- Excellent command of written and spoken English and proficient French.
- Additional languages would be an advantage.

If you are interested in this job opportunity at European Professional Club Rugby, please send your CV and covering letter to recruitment@epcrugby.com by 31st July 2021.

