



Event Management Executive – International Home Series

West Indies Cricket Board Inc., Antigua

Background

The West Indies Cricket Board Inc. which is headquartered in Antigua, is the governing body responsible for cricket in the West Indies. Its mission is to manage, develop and promote cricket to the benefit and enjoyment of the West Indian people and the world.

The Role

The Event Management Executive – International Home Series is responsible for the planning, management, delivery and review of all international home matches and events in a commercial manner.

Key Responsibilities

1. **Event Planning & Administration:** play a key role in the design, implementation and review of event plans and programmes for all international home series.
2. **Accreditation Programme:** lead the planning and execution of the accreditation programme for international home series.
3. **Venue Event Management:** execute all aspects of the venue event management portfolio for all international home series.
4. **Administration & Reporting:** coordinate post event analysis and prepare and disseminate reports in accordance with event policies and procedures.

Skills and Experience Required

Academic/Professional Qualifications

- Associate's degree or equivalent professional certification in relevant discipline - business, commerce, event management or sports management.

Practical Experience

- Minimum 3 years work experience in a similar role.
- Experience coordinating with venues, suppliers and sub-contractors.
- Experience with budgets.
- Commercial acumen with experience in revenue generating activities.
- Match day operational experience.

Knowledge/Skills/Competencies

- Knowledge of venue management.
- Understanding of accreditation systems and related policies and procedures.
- Project planning and event management skills.
- Good written and verbal communication skills.
- Ability to work with minimum supervision.
- Supervisory skills.

Applications

For a detailed job description and application form, please visit <http://windiescricket.com/wicb/careers>

Please send your completed application and CV by **January 13, 2017** to:
recruitment@windiescricket.com