



Event Management Executive – Ticketing, Corporate Hospitality and Tours & Travel

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 – Ticketing, Corporate Hospitality and Tours & Travel is responsible for the planning and management of the WICB's ticketing programme including corporate hospitality along with tours and travel.

Key Responsibilities

1. **Ticketing Administration:** responsible for working along with the ticketing solution partner to maximise revenue.
2. **Corporate Hospitality Coordination:** Play a key role in designing a corporate hospitality program for regional & international events.
3. **Party Stand/Family Zone Management:** Play a key role in designing a party stand/family zone program for regional and international events.
4. **Tours and Travel Organization:** communicate tours and travel program ticket allocation to the ticketing solution provider.

Skills and Experience Required

Academic/Professional Qualifications

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

Practical Experience

- Minimum 3 years work experience in a similar role.
- Experience working within sports environment and/or with event organisers.
- Experience with hospitality and sportainment programmes.
- Experience with tour operating in sporting events.
- Proven event management understanding and experience.

Knowledge/Skills/Competencies

- Knowledge of hospitality, ticketing, sport entertainment and tours & travel.
- Knowledge of commercial operations within a sporting organisation.
- Project planning and event management skills.
- Good written and verbal communication skills.
- Ability to work with minimum supervision.
- Knowledge of good customer service principles and practices.

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