

Sports Events Manager Job Description

Duties and Responsibilities:

- Responsible for setting up an organizing committee for sports events
- Takes care of ticket sales and marketing by making sure that they are readily available
- With the help of the organizing committee makes arrangement for guests' accommodation and transportation
- Provides or sets up adequate security for the entire process of an event
- Creates or establishes emergency contingency plans for events
- Inspects the entire sporting facility so as to make sure that they are all up to standard
- Delegates different tasks to different members of the organizing committee so as to ensure that everything runs smoothly.

Sports Events Manager Requirements – Skills, Knowledge, and Abilities

- Ability to communicate properly and effectively is a must-have quality
- Good interpersonal skill is highly required for this role
- He/she must be someone that is able to prioritize his/her duties in line with the overall program of the event
- A sports event manager must have very good negotiation skills
- Ability to be calm and coordinate various activities even in the face of pressure
- Must have top-notch leadership abilities
- Must be a good team-player and easily get along with other individuals
- Good time management skill is highly required
- He/she must be proactive in his/her dealings and preparations
- Must have a good knowledge of the business aspect of the sporting world

- Must be able and willing to make decisions in the face of tough situations
- Relevant experience in sports event management is definitely required.