

# POSITION DESCRIPTION



OVERVIEW	
<b>TITLE</b>	Manager - Venue Operations
<b>DEPARTMENT</b>	AFC Women's Asian Cup 2026 LOC Office
<b>LOCATION</b>	Preferably Sydney however can be flexible
<b>REPORTS TO</b>	Direct: General Manager - Venues Indirect: Tournament Director
<b>WORK TYPE</b>	Full-Time Fixed Term Contract
<b>HOURS/DAYS PER WEEK</b> <i>(part-time, casual or contractor only)</i>	
<b>START DATE</b>	20 January 2025
<b>END DATE</b> <i>(FT/PT fixed term contract or contractor only)</i>	20 April 2026

ACCOUNTABILITY	
<b>Number of direct reports</b> <i>(How many people directly report into this role?)</i>	3
<b>Number of indirect reports</b> <i>(How many people indirectly report into this role?)</i>	TBC
<b>Budget responsibility in \$</b> <i>(State whether prime, shared or contributory responsibility)</i>	TBC

**ABOUT US**

Football Australia is the national governing body for football in Australia and a member of Fédération Internationale de Football Association (FIFA), the international governing body for football. It governs all national teams, the A-Leagues (in Football Australia's capacity as the regulatory body), Australia Cup, National Premier Leagues and leads state, community, and grassroots football.

**OUR CULTURE & VALUES**

Football in Australia is a melting pot of approximately 2 million participants represented by over 200 different cultures, we proud to be the most diverse and globally connected sport within the Australian sporting landscape.

Football Australia's purpose is to *'bring communities together through football - connecting Australia to the world'* while having a vision to *'be a leading football nation where everyone is inspired to live and love the game'*.

To achieve this, we live by our company values which include:

- 1. Impact On & Off the Field:** Challenge the way we think and do to seek ways to grow the impact football has, influence industry thought leaders.

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2. **Inclusive & Diverse Football for all:** Football is embedded in the nation's social fabric, follows the story of Australia, be accessible for all
3. **A United Team:** Bringing people together to unleash the power of football and to deliver the vision, we bring the team spirit to the game
4. **Trust:** Building trust across the whole football community, be trusted custodians of the game, act with integrity and objectivity

## BACKGROUND & PURPOSE OF THE ROLE

The Manager – Venue Operations, is responsible for managing and coordinating the Women's Asian Cup 2026 (WAC26) venue operation activities and to provide comprehensive end to end support to the entire team and event.

Reporting to the General Manager – Venues, the role coordinates, leads and guides the event delivery teams, external contractors, suppliers and venue incumbent staffing groups. This role requires a strategic thinker with exceptional time management, prioritisation and communication skills, a thorough understanding of event delivery policies and procedures and an ability to collaborate with the business on best practice event delivery methodology.

This is a **contract-based role** ideal for a dynamic and experienced event professional with a proven track record in venue management for large-scale, temporary events.

## ROLE RESPONSIBILITIES

### Staff Leadership and Coordination:

- Lead and manage the venue operations team, including temporary staff, volunteers, contractors, and security personnel.
- Supervise recruitment, training, and scheduling of on-site personnel, ensuring all staff are well-prepared to deliver high levels of service.
- Foster a collaborative and responsive team environment, ensuring staff understand their roles and operate efficiently under the pressures of a live event.

### Venue Management:

- Oversee all aspects of venue operations throughout the event lifecycle for multiple stadiums throughout Australia.
- Development of procedures and protocols to support event delivery, comply with local regulations and satisfy event owner requirements
- Ensure all logistical requirements are met, including layout, facilities, signage, and utilities, with a focus on efficiency and effectiveness.
- Manage crowd flow, security, emergency protocols, and overall operational logistics during the event.
- Develop and oversee the event's parking plan, including the allocation of spaces for different groups (VIPs, staff, attendees, vendors, etc.), emergency vehicles, and accessibility needs.
- Collaborate with stakeholders to align parking strategies with the event schedule, expected attendance, and venue capacity
- Assist in the development of a waste management plan that aligns with the event's scale and sustainability goals
- Work with catering and waste disposal contractors to
- Maintain regular communication with event coordinators, caterers, and other

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stakeholders to ensure smooth catering operations throughout the event.

## **Budget and Financial Management:**

- Oversee the venue's operational budget for the duration of the event, ensuring all financial targets are met.
- Working closely with the event time lead at the Stadiums, track and manage all stadium based operational on-costs, including contracts with vendors, service providers for LOC, service providers for the Stadiums and subcontractors.
- Work closely with the event finance team to ensure financial processes are followed and all financial documentation is accurate.

## **Stakeholder and Vendor Management:**

- Act as the primary point of contact for Venue based management team for operational planning and discussions.
- Act as primary point of contact internally to support all Program Areas design and operational requirements
- Support and maintain clear communication with event sponsors and partners to ensure that their needs are met and any special requests are handled.

## **Health, Safety, and Compliance:**

- Support relevant health, safety, and security protocols in accordance with event requirements and local regulations.
- Support and assist development of emergency plans and procedures,
- Monitor on-site safety throughout the event and address any concerns promptly to ensure a safe environment for all participants.

## **Post-Event Breakdown and Evaluation:**

- Assist internal stakeholders to coordinate the teardown of venue operations, ensuring that all vendors and equipment are removed on time and in accordance with event schedules.
- Conduct post-event evaluations with the event team and stakeholders, providing feedback on venue operations
- Prepare a detailed post-event report, including operational successes, challenges, and recommendations for future events.

## **ROLE OUTCOMES/ DELIVERABLES**

- Successful delivery of WAC26
- Achievement of WAC26 within budget
- Ensure the Operations team delivers robust support for the LOC's event management needs

## **MAJOR INTERACTIONS**

- WAC26 Local Organising Committee Board and Leadership Team
- Incumbent stadium management team
- WAC26 & Football Australia Finance Team
- External vendors and suppliers
- Broader Football Australia and WAC26 functions

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## KNOWLEDGE, SKILLS, AND EXPERIENCE

### Essential

- Major Events Experience
- Exceptional organisational, project management, and problem-solving abilities.
- Strong leadership and people management skills with the ability to motivate and manage temporary or part-time staff.
- Excellent communication and negotiation skills, with a focus on maintaining positive relationships with stakeholders.
- Ability to work effectively under pressure, adapt quickly to changing circumstances, and manage multiple priorities.
- Knowledge of health and safety regulations, crowd management, and venue compliance
- Strong analytical skills an ability to think outside of the box to deliver on objectives
- Self-motivated, able to work autonomously
- Thrives in a team environment and is able to build and leverage relationships with all stakeholders
- Is enthusiastic with a can-do attitude and a real desire to add value

## QUALIFICATIONS

### Essential Experience

- Minimum of 7 years of venue management or event operations experience, with a focus on large-scale, temporary, or one-off events.
- Proven ability to manage the logistics and operations of high-profile events within tight timelines.
- Experience managing diverse teams, contractors, and vendors in a fast-paced, high-pressure environment.

## UNIQUE CRITERIA

The following selected items identify the requirements of the role

- Out of hours and weekend work
- Intra and/ or Interstate travel
- International Travel
- Significant periods of work away from home
- Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation

## ADDITIONAL REQUIREMENTS

To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role

- National Police Check
- International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)
- Full working rights in Australia
- Working with children check (paid/ employee) or state- based equivalent
- Working with children check (volunteer) or state- based equivalent (volunteer roles only)