

Event period: July – September 2024

Location: France

ASSOCIATE PRODUCER

The Associate Producer will work very closely with the Sport Presentation Venue Producer to manage the administrative logistics and resources for the team, as well as assist in developing the event documentation and content to deliver a successful Sport Presentation program.

Key responsibilities include:

- Reports to the Sport Presentation Venue Producer
- Collect and prepare sport specific information
- Works closely with the Sport Presentation Venue Producer to develop event documentation
- Manage and liaise with the Sport Presentation team members and other Functional Areas on behalf of the Sport Presentation Venue Producer (under the direction of the Sport Presentation Venue Producer)
- Collect results, share relevant information with Announcer/s
- Assist the Sport Presentation Venue Producer with directing/cueing the team
- Assist in managing the administrative logistics and resources for the Sport Presentation team (briefings and all information will be provided)

Qualifications/Attributes:

- Events/show experience is essential
- English speaking proficiency required
- Confident individual capable of managing a team / excellent team working skills
- Excellent organisational skills and Initiative
- Proactive and positive 'can-do' approach
- Ability to problem solve and make quick and effective decisions
- Ability to adhere to policies and follow procedures
- Ability to follow clear instructions effectively and manage multiple event activities simultaneously
- Strong interpersonal communication skills and the confidence to liaise with, team members, volunteers and performers
- Attention to detail with the ability to remain calm under pressure