

**Event period: July – September 2024**

**Location: France**

## **FLOOR MANAGER**

The Floor Manager will work closely with the Sport Presentation team to manage and ensure the successful delivery of all activities around the field of play, including but not limited to: athlete entry, live entertainment and crowd interaction segments.

### **Key responsibilities include:**

- Reports to the Sport Presentation Venue Producer
- Responsible for executing Sport Presentation activities around the field of play and in the seating stands, as directed by the Sport Presentation Venue Producer
- Activities may include; live presenter segments, crowd interactive segments, working with talent, VIP, athletes, etc
- Cue athlete entries- following cues given by the Sport Presentation Venue Producer

### **Qualifications/Attributes:**

- Events/show experience is essential / 1st - 3rd year Events/Theatre studies/Stage Management students
- English speaking proficiency required
- Excellent team working skills
- Excellent organisational skills
- Excellent 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 remain calm under pressure
- Ability to follow clear instructions effectively and manage multiple event activities simultaneously
- Very strong interpersonal communication skills and the confidence to liaise with, team members, volunteers, performers, and athletes
- Attention to detail
- Time management is a huge part of Sport Presentation, it is therefore, vital that the Stage Managers own excellent time keeping skills