

**Event period: July – September 2024**

**Location: France**

## **VICTORY CEREMONIES ASSISTANT PRODUCER**

The Victory Ceremonies Assistant Producer will work closely with the Victory Ceremony Producer to coordinate the Victory Ceremonies at the appointed venue/sports. The Victory Ceremony Assistant Producer will assist with leading the Procession Team to ensure the team is fully prepared to go out in front of the cameras and spectators, and deliver the medals to the winning athletes.

### **Key responsibilities include:**

- Complete daily checks and preparations, by checking competition start lists, correct number of medals, gifts, trays etc. and the ceremony VIP Presenters for the day;
- Sort medals and assets in accordance with the agreed presentation
- Receive and Introduce athletes and Presenters to the Victory Ceremonies Procession Team in the Victory Ceremonies marshal/preparation area;
- Ensure all people are present, correctly dressed and in order before briefing the team on the ceremony and informing the procession on how they will be cued on to the Field Of Play (FOP);
- When required, remind the Doping Control Chaperone of the Victory Ceremonies pathway and appropriate place to view the ceremony; and
- Retain athlete and VIP Accreditation and return post ceremony
- Perform administrative duties associated with Victory Ceremonies as required
- Address and respond to any issue or general enquiries concerning Victory Ceremonies as required

### **Qualifications/Attributes:**

- Previous experience in Victory Ceremonies or Sporting Events is highly desired
- English speaking proficiency required
- Confident individual capable of managing a team / excellent team working skills
- Excellent organisational skills and Initiative including a proactive and positive 'can-do' approach
- Ability to problem solve and make quick and effective decisions whilst adhering to agreed policies and procedures
- Ability to follow clear instructions effectively and manage multiple event activities simultaneously whilst remaining calm under pressure.
- Strong interpersonal communication skills and the confidence to liaise with, team members, volunteers.