JOB DESCRIPTION			
Job title:	Hospitality and Events Manager	Contractual status:	Full Time
Hours of work:	Minimum 40hrs p/w (Weekends required)	Salary range:	Competitive
Location:	Gardyne Training Facility / Den's Park	Reporting to:	Commercial Director

Job Role & Summary:

Founded in 1893, Dundee Football Club is part of the very fabric of the City. Although one of the oldest clubs in Scotland, Dundee FC, is about to embark on an exciting period of growth and this is a fantastic opportunity to play a fundamental part in that journey.

The hospitality experience at Den's Park is a crucial part of Dundee Football Club's match day offering. We are looking for a skilled events manager to help the club elevate the match day experience and deliver on an exciting events programme for 2025 and beyond.

With new training facilities on the way in 2025 and the Camperdown Stadium development in the planning stages, this role will focus not only elevating the current offering at Den's Park but also looking forward to how the new facilities can be used to provide a fantastic football experience both on and off the pitch.

The Events Manager will help to develop engaging events to drive new business and strengthen the Dundee FC brand experience. The ideal candidate is meticulously organised and will be able to coordinate third party suppliers and work well under pressure during busy match days. They will have a professional manner and a passion for delivering first class events.

Expectations:

- Foster a dynamic and creative organisational culture
- Elevate all aspects of the hospitality offering
- Develop strong relationships with sponsors and customers
- Drive new business with innovative events
- Support Dundee Football Club messaging and identity
- Own all elements of match day hospitality operations
- Plan and execute events for internal and external purposes
- Keep event plans under budget and on schedule
- Ensure a good working relationship with third party providers

This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.

Skills and Qualifications:

- Strong organisational skills
- Self-starter's attitude
- Comfort working in a fast-paced environment
- Ability to plan and execute projects
- Exceptional communication skills
- Experience creating and adhering to a budget
- Ability to communicate and negotiate with external vendors and service providers
- Familiarity with event trends and development
- Full, clean drivers license
- The applicant must have the flexibility to work weekends and out of office hours.

Apply

Please submit applications to recruitment@dundeefc.co.uk with a covering note and copy of an up to date CV.

Applications for this position must be submitted before 30th January 2025.

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