



LOS Ceremonies Coordinator

Job Information

Project: Ceremonies
Job title: LOS Ceremonies Coordinator
Hierarchy level: Coordinator
Full/part-time (%): 100%
Start date: 01/09/2019
End date: 04/07/2020

Project Mission

Ceremonies (CERE) aims to provide a compelling experience, great souvenirs and amazing images to all target groups in the UEFA EURO 2020 stadiums and for television viewers worldwide.

Key Responsibilities

Communication and cooperation

- 🌀 Help UEFA identify reliable local production agencies according to UEFA's brief
- 🌀 Support UEFA when required
- 🌀 Regular reporting in accordance with UEFA EURO 2020 requirements

Contribution to the recruitment and training of volunteers involved in ceremonies operations

- 🌀 Prepare the documentation used for the training of the volunteers
- 🌀 Participate in the volunteers training

CERE workforce responsibilities

- 🌀 Liaise and manage relationship with local production agency on a daily basis
- 🌀 Train CERE team on-site
- 🌀 Provide briefings for local agency and performers
- 🌀 Organize castings for performers and Fantertainment artists together with local production agency

Event-time responsibilities

- 🌀 Provide tech support and manage tech tools on-site with local production agencies (wifi, intercom, sound consoles, etc...)
- 🌀 Provide correct accreditation devices to production agency staff, performers and Fantertainment teams
- 🌀 Manage CERE facilities at the main stadium and identify possible training facilities
- 🌀 Store, maintain and manage the ceremony equipment
- 🌀 Deliver the different pre-match ceremonies and Fantertainment activities on MD in collaboration with local production agencies, MHB Project, Technical Services & Overlay and Match Director

Administration

- 🌀 Define the split of responsibilities and produce shift plans for all persons involved in the CERE project



Profile of successful candidate

Must-have requirements

- 🌐 Full professional proficiency in English (both oral and written) and in the local language of the venue
- 🌐 Previous experience in event management (ideally football, sporting events or concerts)
- 🌐 Able to work in stressful situations

Additional requirements

- 🌐 Passion for football is a plus

Applications must be submitted to: resurse.umane@frf.ro, to the attention of Mr. Florin Şari, UEFA EURO 2020 Project Manager. The application file must contain: a CV in English, EUROPASS format, a passport photo of the candidate as well and a motivation letter. Applications must be submitted by June 30th.