



Event Manager (Guest Experience) Fixed Term contract

The role involves developing the hospitality event experience across all Scottish Rugby Events, using your creative flare and eye for detail to take our hospitality to the next level and deliver memorable experiences. It involves assisting with planning and delivering of third-party stadium events as required, ranging from concerts to charity events.

About the Role

Event Design

- Review President's Suite set up for all fixtures, ensuring it meets the needs of all stakeholders
- Design and theme Scottish Rugby Hospitality Events, ensuring they are in keeping with the event brief and brand guidelines
- Review hospitality signage and guest welcome at Scottish Gas Murrayfield with TME, enhancing guests' arrival at the stadium
- Review requirements for AV requirements focusing on innovation, value for money and identifying cost efficiencies
- Evaluate the entertainment package within President's Suite for Men's and Women's Internationals, ensuring it's engaging whilst respecting traditions
- Work with the Partnerships Team to integrate partner activations into hospitality space.
- Attend and contribute to package creation and theming meetings with The Murrayfield Experience
- Benchmark hospitality guest experience at all Scottish Rugby events at Murrayfield Stadium, and at other venues

Operational and Planning

- Book all suppliers required for hospitality events, negotiating the best rates possible giving Scottish Rugby value for money
- Track planning progress for each event using project planners
- Create key documents for events such as production schedule, floor plans, and hospitality event plans
- Manage allocated hospitality budget, tracking spend, and raising purchase orders for suppliers
- Liaise with The Murrayfield Experience on all hospitality arrangements providing relevant briefs and chairing regular planning meetings on the lead up to each event
- Point of contact for hospitality stewards, booking the correct allocation, and creating briefs
- Support in operational planning of third-party events as required.

Key Skills

Knowledge & Experience

Business Enabler

- **Planning and Organisation:** You are methodical in your planning processes, ensuring deadlines are clear and achieved. Tasks are completed to a high standard. You are comfortable working on various projects at one time and prioritising tasks in line with the business needs.
- **Creativity:** you have a creative flare, you have the ability to transform a room into an inviting hospitality space which lends itself to an incredible hospitality offering, which will wow guests. You are ambitious, conscientious and always strive for excellence.
- **Strong Communication:** you enjoy building and strengthening relationships suppliers and colleagues. You ensure all plans are accurately documented, communicated clearly and understood.

Key stakeholders include:

- Events colleagues
- External contractors
- The Murrayfield Experience

Hospitality Guests

- Experience in designing and theming hospitality spaces and packages
- Track record in efficient budget management negotiation with suppliers
- Excellent attention to detail
- Track record of being involved in delivery or large-scale events

Working Logistics

Location: Scottish Gas Murrayfield

Working pattern: Monday to Friday full time, with regular weekends and evenings

Contract type: Fixed term (approx. 9-12 months)

Reports to: Event Lead

