**We are delighted to announce that we are recruiting for the role of Arena Manager on behalf of Basketball Ireland**

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| **Job title**  | **Basketball Ireland Arena Manager**Basketball Ireland is the national governing body for Basketball in Ireland. It is part of FIBA, the world governing body for basketball. The organisation’s primary role is to promote, develop, and support basketball at all levels and it receives support from Sport Ireland in this role. We are now looking to recruit an Arena Manager for the National Basketball Arena.The National Basketball Arena is Dublin’s premium indoor sporting arena. It is the home of Irish basketball, where the Irish national teams play their FIBA EuroBasket internationals. It is the venue for the prestigious InsureMyHouse.ie National Cup Finals and National League Finals and has hosted a number of international tournaments. It is a leading event space, catering for university exams, government exhibitions, tradeshows, concerts and choirs.Basketball Ireland also have exciting plans to redevelop the National Basketball Arena into a multisport and multiuse Arena in the next 2/3 years. We are looking for an individual who can be part of the team to deliver this new Arena, and on its completion, drive the full potential of this exciting opportunity. |
| **Location**  | National Basketball Arena, Tymon Park, Dublin 24, D24 N449. |
| **Responsible to**  | You will be a member of the senior executive team in Basketball Ireland, and you will report to the Chief Executive  |
| **Responsible for:**  | The Arena Manager will be responsible for the running of all aspects of the National Basketball Arena. The role is fast-paced and varied, and the diversity of events and duties will mean working in a flexible manner with a wide range of stakeholders. You will manage a team of Arena staff to deliver the events. You will be expected to work on your own initiative, share and implement new ideas, and to challenge yourself and your team to achieve key professional goals. A full specification of the role, competencies and experience is outlined below. |
| **Contractual Status**  | Full time  |
| **Key responsibilities,** **main tasks and activities** | Liaise with the Chief Executive to develop and implement a new strategic plan for the National Basketball Arena. In particular develop new revenue streams and expand the commercial opportunities for the Arena. It will include the following:* Maximise the revenue potential for the National Basketball Arena by generating new business as an event space.
* Work to deliver best level performance of the physical space and facilities in the National Basketball Arena.
* Ensure the upkeep and maintenance of all building related documents, drawings and systems certification i.e. health and safety policies, insurance, fire safety training, first aid, manual handling, sustainability and environmental policies.
* Ensure Health and Safety compliance of all assets and equipment, staff and visitors.
* Be part of our Environmental Sustainability committee and supporting environmental initiatives.
* Review/recommend and then manage the ticketing system in the Arena.
* Liaising with colleagues on ticketing and event attendance to maximise ticketing and hospitality revenues.
* Maximise the retail opportunities in the Arena.
* Very hands on, excellent administration, computer and reporting skills.
* Identify opportunities, design, and implement guidelines and best practices to ensure that the Arena is being run to the highest standard and providing the best customer experience.
* Ensure events are run efficiently and professionally at the National Basketball Arena.
* Deal with a range of competing priorities and have good stakeholder management skills for liaising with service providers and suppliers.
* Manage both full-time and part time Arena staff with good communication and people management skills, including liaising with Community Employment manager regarding CE staff.
* To manage the annual leave and any other leaves of your team to ensure that the Arena is sufficiently staffed.
* Ability to operate technical equipment within Arena (training to you will be provided). Ensure there are sufficient trained operators available.
* Oversee installation of branding in the Arena and liaise with suppliers.
* Responding to out of hours calls for facilities related issues.
* Provide significant input to colleagues to maximise the PR/communications, marketing, social media, networking, and other opportunities.
* Liaising with colleagues in the delivery of key events and ceremonies
* Maintain accurate records for the Arena to ensure accurate reporting to the Chief Executive, to the board.

**This job description above is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation as determined by the CEO.**  |

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| 1. **Qualifications**
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| **Desirable** | Degree or similar qualification.Current Driving Licence. |
| 1. **Experience**
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| **Essential**  | * At least three years successful experience in managing an event location.
* Staff management.
* Demonstrable success in handling multiple stakeholders and proven success in developing client relationships.
* Computer literacy and an ability to manage multiple projects.
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| **Desirable**  | * Proven experience in the sports sector.
* Experience in ticketing systems.
* Familiarity with databases and contact management tools and techniques.
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| 1. **Skills & Abilities**
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| **Essential**  | * Ability to effectively prioritise and plan own workload and remain outcome orientated.
* Flexibility to respond to external or internal changes, maintaining equilibrium/focus.
* Ability to budget and monitor spending.
* Ability to plan against a timeline and meet deadlines.
* Confident and comfortable negotiating with a variety of people at all levels.
* Ability to remain calm and respond positively to challenging situations.
* The willingness to work unsocial hours at weekends and evenings where required.
* The ability to be flexible and adaptable in performing tasks which are normally outside the job specifications but considered commensurate with the role.
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**To apply please send a cover letter and CV to our recruitment partner Ascension Executive Recruitment on** **recruitment@ascension.ie** **by 5.00pm on Tuesday 18th June 2024.**