Job offer: Junior Event Manager EHF Euros, with experience in Marketing

The European Handball Federation is strengthening the EHF Euro Events team; join and experience the exciting ‘adventure’ of a major sport event coming to life! The Junior Event Manager will be responsible for the ‘look and feel’ of the event as well as the announcement of the organization right, cooperation with the event partners including TV partners, as well as the technical implementation of the event.

The role will include the active development of procedures and guidelines for the event, the creation of new activities, presence on-site for meetings/related activities and the event itself; the target is to meet and exceed the standards achieved event by event; Fluency in English, a flair for writing and experience in event marketing are essential for this position. Additional fluency in German would also be an advantage.

**Key tasks and responsibilities:**
- Announcement of organization right and coordination of bid procedure;
- Create and update of procedures and guidelines
- b2b clienting, including the coordination of event and TV partners
- Further development and implementation of event entertainment strategy
- Handling of technical match infrastructure
- Workshops, meeting preparation and reporting
- Technical visualization of infrastructure, activities and interior
- Maintaining and supervising EHF database and EHF Euro events website
- Liaison with international clients and internal personnel
- Support in the administration and preparation of the events
- Additional tasks and projects as required in the EHF Euro events team

**Person specification:**
- Fluent English (written and spoken)
- Background and experience in event management
- Experience in marketing/sponsorship environment respectively the handling of b2b partners
- Knowledge and interest in sports industry
- Innovative personality able to create and implement ideas;
- Good communications skills
- Experience in Project Management
- Excellent computer skills, including MS Office, Adobe Illustrator, Photoshop, database reports, etc.
- Self-motivated person, who is able to work as part of a multinational team
Working for the EHF Euro events team
The EHF Office in Vienna is the headquarters for the European Handball Federation, the umbrella organization for handball in Europe. The EHF Euros are the flagship events of the EHF taking place biennially with a preparation period of approximately six years. The EHF Euro events team is responsible for preparing and coordinating the EHF Euros together with the organizing federations from the bidding procedure through to the final tournament.

Making an application:
For more information or to apply for the ‘Junior Event Manager’ position send your current CV and a cover letter explaining why you would like to work for the EHF Euro department and what you feel that you can bring to the role by email to: Mrs Monika Flixeder, Senior Manager Euro Events, flixerder@eurohandball.com.

This is a full-time position (40 hours) working at the EHF Office in Vienna, with an immediate start. Intensive working periods will occur the months prior to the events; Applicants shall be able and willing to travel regularly and over periods of up to three weeks;