



ATHLETE SERVICES MANAGER

MetaSport is a leading sport management company in Asia staging some of the most prestigious endurance events.

Our mission is to create an experience that has a positive impact on others. We believe in sport as a vehicle to empower people and improve lives.

We have an exciting calendar of local and international events in Q1 and Q2, 2025 and are looking for a passionate, experienced and resourceful individual to join our team. This key role takes ownership of a varied portfolio of essential race day services and requires team collaboration, liaison with clients and contractors, and an imagination and desire to deliver something great.

Roles and responsibilities:

To assist the Managing Director in the delivery of all MetaSport events. Focusing on optimising processes, using technology and developing best practices to ensure event planning is completed on time, and with the highest quality, while managing the resources of the team.

Key areas of focus are:

Non-Competition services

- Managing the event side activities ensuring an engaging mix of talks, music, workshops and games to suit athletes and spectators
- Taking ownership of the Festival Village, planning the look and feel, sourcing furniture, food vendors and flows
- Planning the organising team's race week vehicles, and the participant shuttle service across race weekend
- VIP & accreditation passes consolidation and ordering
- Overseeing all Athlete Services on race weekend including Bag Deposit, Finish Line and Athlete Recovery, ensuring plans are prepared and team leaders are well briefed
- Preparation of the Security plan in conjunction with other departments
- Managing Race Kit Collection process, team leader briefing, and overseeing the execution
- General administration of timelines, meeting schedules, minutes, post-event reporting and

debriefs

- Any other duties and tasks as requested by the Managing Director

Key skills:

- Reliable, responsible, and able to perform under pressure
- Creative, and keen to share new ideas
- Process-orientated
- Good time management skills
- Resourceful, meticulous and thorough
- Self-motivated, independent
- Good written and spoken English
- Interest in sports a plus
- Willing to work on selected weekends

Work arrangements:

- Work From Home
- Duration: January - April 2025
- Reporting to: Managing Director
- Salary: \$5,000-\$6,000/month depending on experience