



## **BRANDING OPERATIONS & STAKEHOLDER LIAISON**

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. You will liaise with other internal departments, external stakeholders and contractors in both areas of the role.

### **THE ROLE**

#### **1. Branding Operations**

- Own and manage the branding pack for Singapore T100.
- Liaise internally with the MetaSport & PTO teams, and with government agencies, for artwork, approvals and changes.
- Liaise with the contractor to coordinate approval of proofs and to coordinate production.
- Liaise with the Managing Director regarding branding budget and ensure we stay within agreed planned expenditure.
- Receive branding at venue and inventorise all items, comparing with branding pack
- Ensure branding is placed in the venue according to the approved signage plan.

#### **2. Stakeholder Liaison**

- Book out of home (OOH) advertising space, order OOH branding, do on-site checks and recces.
- Reach out and liaise with 1st/2nd/3rd tier road and water stakeholders.
- Edit plans & documents and share with stakeholders.
- Manage stakeholders on race day via the Emergency Hotline.
- Attend meetings with key stakeholders, and assist with the admin and follow-up for all stakeholders (in conjunction with heads of department).

**Requirements:**

- Reliable, responsible, and able to perform under pressure
- 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 Arrangement:**

- A mix of Work From Home & work on-site
- Duration: January - April 2025
- Reporting to: Head of Operations
- Salary: \$4,500-5,000/month depending on experience