



Hamilton Aquatics are looking for an enthusiastic, experienced and highly motivated candidate for the position of **Events Manager** for their continually growing Swimming Academy in the Middle East. This position will be based in Dubai, UAE.

Job Responsibilities:

- To plan and deliver the Hamilton Aquatics competition programme.
- To plan and deliver all Hamilton Aquatics events including promotional and fundraising events.
- To plan and organise training camps for visiting swimming clubs.
- To ensure Hamilton Aquatics Events are promoted effectively.
- To line manage the Events Assistant.
- To ensure that all enquiries and communication from external companies, event staff, and customers is dealt with in a professional manner.
- To build links with partners, sponsors, hotels and advertising companies to improve the delivery of Hamilton Aquatics events.
- To oversee the design and sourcing of promotional material for all Hamilton Aquatics events.
- To oversee and manage the setup, running and set down of the all Hamilton Aquatics events.
- To ensure that all complaints and queries regarding Hamilton Aquatics events are dealt with in an appropriate and timely manner.
- To ensure that all venues are provided with the appropriate rider in advance of each event.
- To generate a gross profit and loss report for each competition, including a variance analysis report against the budget.
- To ensure reports and review are sent to the relevant departments.
- To complete any duty that is deemed necessary by the Senior Management to ensure the smooth running of Hamilton Aquatics competition.
- All other duties related to the role.

The position is full time with a 2-year contract which is renewable, the total package will be in the region of 26.5k to 27.5k GBP, (tax free and exchange rate dependant). Benefits include health insurance and an annual air ticket to home country.

How to apply:

If you are ready for this exciting challenge, please email careers@hamiltonaquatics.ae, quoting reference HA_EMSI9. Please include your covering letter, your CV along with copies of your highest education certificate or any relevant qualification.

Closing Date: 20/05/2019