

## Event Manager

**Location:** Lausanne  
**Reports to:** Chief of Events  
**Contract Type:** Permanent

### About Us

Founded in 1892, the International Skating Union (ISU) is the oldest international winter sports Federation and the second oldest International Sports Federation. The ISU is recognized by the International Olympic Committee, governing the sports of Figure Skating and Speed Skating.

Today, the ISU's vision is a world where everyone can experience and enjoy the thrill of skating and our mission is to sustainably grow and improve our sport by prioritizing our skaters, engaging our fans, nurturing partnerships and inspiring communities.

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*Our DNA is to be Inspiring, Supportive, Unstoppable.*

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### The Role

The **Event Manager** is the **lead project owner** for a portfolio of ISU events, managing the **full event lifecycle** from **bid and host selection** through planning, delivery, and **post-event knowledge transfer**, in line with the ISU's long-term Vision 2030 strategy.

Acting as the **central coordination point** between the ISU and the Local Organizing Committee (LOC), this role ensures **seamless integration** across Sport, Commercial, Marketing, and ISU Business operations.

The Event Manager applies ISU's **standardized event planning framework** to deliver **consistent, high-quality, and strategically aligned events**. The role represents the **ISU Director General** in a professional and appropriate manner at all times.

## Key Responsibilities

### Project Leadership & Event Ownership

- Manage **all aspects** of assigned ISU events from bid process to post-event delivery.
- Support **host selection and bidding processes**.
- Serve as the **lead ISU point of contact** for LOCs.
- Apply and uphold ISU's **standardized planning and delivery framework**.
- Lead **post-event debriefs** and ensure structured **knowledge transfer**.
- Provide **day-to-day leadership** to assigned Event Coordinator(s).

### Cross-Functional Coordination

- Act as the **internal lead** for each event, ensuring alignment across Sport, Commercial, Marketing, and ISU Business units.
- Facilitate **planning meetings and milestone reviews**.
- Coordinate closely with the Senior Manager, Event Services to ensure integration of **accommodation, transport, ticketing, safety, accreditation, and guest services**.
- Build strong relationships with LOC operational leads and key stakeholders.

### Budget & Business Plan Management

- Develop and manage **event business plans and budgets**.
- Monitor **financial performance** and ensure alignment with ISU standards and impact objectives.
- Identify **efficiencies and value-creation opportunities** across event delivery.

### On-Site Delivery & Production Oversight

- Serve as ISU's **primary on-site event lead**.
- Coordinate with Event Production contractors to ensure **seamless execution**.
- Oversee **operational readiness and delivery standards**.
- Ensure event objectives are achieved across **sport, commercial, and stakeholder dimensions**.

## About You

We are seeking a **structured and proactive event professional** who combines strong **project ownership** with the ability to coordinate **complex international stakeholders** and deliver excellence in a **global sports environment**.

## Essential Requirements

- Minimum **5+ years' experience** in international event management or event-related project management.
- Experience working with **sport federations, agencies, or multi-stakeholder environments**.
- Strong **stakeholder management and communication skills**.
- Excellent **financial acumen and budgeting experience**.
- Structured, **solution-oriented, and detail-focused mindset**.
- Fluent in English; additional languages are an asset.

## Desirable

- Experience delivering **international sports competitions**.
- Familiarity with **standardized event planning frameworks**.
- Experience coordinating across **commercial and marketing functions**.
- Knowledge of **winter sports and the international sports event landscape**.
- Experience working in **multicultural environments**.

## What We Offer

- Competitive salary and comprehensive benefits package.
- The opportunity to contribute to the delivery of **world-class international sporting events**.
- A dynamic, multicultural, and collaborative working environment within a global federation.
- Opportunities for **international travel and professional development**. A meaningful role contributing to enhancing **athlete, stakeholder, and fan experiences worldwide**.
- A workplace that values **diversity, inclusion, collaboration, and innovation**.

## How to Apply

Join a team shaping the future of global skating events. As **Event Manager**, you will take ownership of assigned competitions and play a key role in delivering high-quality international events, while enhancing athlete and fan experiences worldwide.

## We would love to hear from you.

Please submit your CV to [jobs@isu.org](mailto:jobs@isu.org) with the subject line: **Event Manager Application – [Your Name]**