

British Orienteering

Arena Manager – Role Specification

British Orienteering is an Equal Opportunities Employer.

Title	Arena Manager
Name	
Role	To coordinate and implement the infrastructure required in the event arena, in order to create an exciting event for competitors.
Appointment and Communications	<ul style="list-style-type: none"> • Appointed by event coordinator • Liaise with race day organiser, planners and specialist team leaders • Approve expenditure centre • Attend event committee meetings
Tasks before the event	<ul style="list-style-type: none"> • Generate draft plan of the arena and circulate to planner / organiser / controller / BO major events coordinator for comments • Attend site meeting to consider locations and layout of each component of the event arena • Generate a list of equipment required for the event arena (excluding start / finish / changeover / map issue / results / PA) and forward to organiser / equipment officer • Advise of any safety and security issues with the event arena • Generate a list of traders; define requirements; generate a plot layout for traders • Brief arena team volunteers on tasks required (a) to construct the arena, and (b) on the competition day
Tasks during the event	<ul style="list-style-type: none"> • Ensure that a team member is on site for all deliveries • Carry radio and/or mobile phone to advise race day organiser of any issues • Carry radio and/or mobile phone to advise race day organiser of any issues • <i>Manage the setting up of the event arena</i> • Have a small team of volunteers available to deal with any issues that arise during the day • <i>Manage the dismantling of event arena</i> • Ensure that any litter is removed from the arena
Tasks after the event	<ul style="list-style-type: none"> • Submit feedback for next event • Submit any outstanding expenses claims and invoices promptly

