



**Job Listing:** Event Manager  
**Reporting to:** Managing Director  
**Location:** Miami, FL.  
**Contract type:** Fixed term to 31 March 2026

**Principal Function:**

The Event Manager is focused on driving the project team to ensure the smooth delivery of the major sporting event globally. The Event Manager is responsible for leading project management, fostering strategic relationships, and enhancing operational efficiencies, while also supporting product development and revenue growth initiatives.

**Essential Responsibilities:**

- Oversee project management of the global project, ensuring deadlines and deliverables are met through efficient planning and collaboration. Proactively manage scope changes to maintain alignment with project goals.
- Drive strong relationships to support successful project execution and meet strategic objectives., ensuring alignment on project goals, timelines, and deliverables.
- Assist in preparing and delivering regular reports and updates to key stakeholders, ensuring up-to-date information on project progress, financial performance, and stakeholder feedback.
- The Event Manager should focus on supporting the implementation of innovative ideas. This includes coordinating with internal teams to bring new service offerings to life and integrating best practices into operational processes.
- Work closely with the Event Delivery team, and partner(s) to ensure the seamless execution of hospitality, travel, and event programs, delivering experiences that exceed customer expectations and align with strategic goals.  
Collaborate on product development to ensure offerings meet market trends and customer needs, while supporting new revenue opportunities to maximise profitability and reflect stakeholder needs.  
Lead the development of centralised processes and documentation to improve internal efficiencies across STH, JV partners, and Sodexo Live, ensuring seamless utilisation to support project delivery
- Lead market analysis efforts to monitor industry trends, competitor activities, and emerging opportunities. Proactively monitor for black market activity to ensure compliance and protect the integrity of events.
- Maintain a project risk register, ensuring all activities comply with legal and contractual obligations. Assist in crisis management planning to ensure preparedness and rapid response to any challenges or emergencies.

**Qualifications/Skills:**

- Proven experience in managing complex projects, ensuring timely delivery and alignment with key milestones and objectives.
- Demonstrated ability to develop and implement centralised processes to improve efficiency and streamline project delivery.
- Experience in collaborating with multiple stakeholders to ensure seamless communication and



alignment on project goals.

- Ability to manage intricate details across multiple projects while maintaining clear organisation and focus on deadlines.
- Strong understanding of market needs and trends, ensuring alignment with partner priorities to deliver relevant and innovative solutions.
- Strong interpersonal skills, excelling in team collaboration and fostering cross-functional cooperation to achieve shared goals.
- Able to swiftly adapt to changes in project scope or unforeseen challenges, maintaining project momentum and strategic alignment.
- Deep commitment to delivering exceptional customer experiences by tailoring offerings to meet market trends and client needs.

#### **Other Requirements:**

- Hours may be extended or irregular to include nights, weekends and holidays.

#### **COMPANY INFORMATION**

This role will be part of an inaugural team to represent an exciting project of STH Group, a Sodexo Live company specializing in premier sports, travel, and hospitality experiences at major sporting events worldwide. Contracted through Sodexo Live as the U.S. operator, you'll spearhead the successful delivery of STH Group's first project in the U.S. – creating unforgettable fan experiences whilst endeavoring to establish a sustainable, long-term reputation and presence in the U.S. market.

At Sodexo Live!, we take pride in crafting exceptional events at the most prestigious venues on the planet and creating lasting memories for fans, visitors, guests and team members. Working with Sodexo Live! is more than a job; it's a chance to be part of something greater. Here, you'll build a career where 'everyday' is anything but normal.

Our experiences are unique, and so are our people. Bring your personality, your background and your desire to delight others. In return, we'll give you all you need to thrive. After giving it all, you'll return home knowing that you've played your part in creating a truly unforgettable moment.

#### **KEY INFORMATION**

Thank you for expressing interest in employment with Sodexo Live!. While only those candidates considered for this position will be contacted, your resume will remain on file for 90 days.

*Sodexo Live! is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, genetic information, status as a protected veteran or status as a qualified individual with a disability, or any other characteristic protected by applicable Federal, State or Local law.*

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#### **SPORTS TRAVEL AND HOSPITALITY LIMITED**

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