



Background

Cricket West Indies (CWI), which is headquartered in Antigua, is the governing body responsible for cricket in the West Indies. Its mission is to grow, promote and guide the development of the game in communities of the West Indies.

CWI is seeking to recruit an Events Manager to join our dynamic and prestigious organization.

The Role

The Events Manager is responsible for the planning, management, delivery and review of all domestic and international home matches and events in a commercial manner. They will manage all CWI venue and tournament planning processes to ensure the smooth planning, delivery and operation of all Tournaments, events and matches for CWI, coordinating with our stakeholders to maximise and leverage the value of these events. This will include codeveloping and leading CWI's events strategy, managing all venue and operational relationships in event delivery to meet fan and partner objectives and ensuring we are approachable, flexible and fair to all partners whilst maximising efficiency of operations.

Key Areas of Services & Deliverables

- Strategy, Planning, Risk Processes & Reporting - Oversee the venue planning across all CWI's match venues ensuring they are implemented in line with tournament requirements with a particular focus on resource efficiencies.
- Government Liaison & Stakeholder Management - Represent CWI as a government liaison and oversee the management of the relationship with Territorial Boards and Cricket Associations regarding the execution of local, regional and international cricket events.
- Financial Management - Manage operating and event budget.
- Venue Management/Match Day Operations - Liaise with tournament host venues and prepare event logistical requirements for each venue.
- Ticketing Operations - Oversee all aspects of CWI's ticketing arrangements, including pricing and categorization, operational implementation, customer experience enhancement, to maximise revenue from ticketing services and gate receipts.
- Accreditation - Oversee all aspects of CWI accreditation system i.e. establishment, management and maintenance, ensuring it is delivered in a timely and efficient manner for all matches and events.
- Television Production - Oversee production of live and non-live broadcast content, including editorial and CWI messaging to deliver value to all CWI partners in line with agreements.
- Health and Safety (Media and Security) - Provide leadership and direction in matters relating to Health and Safety by understanding and implementing the requirements of the Health and Safety at Work Act, and CWI's policy and procedures.

Qualifications and Experiences Required:

Academic/Professional Qualifications

- Bachelor's Degree in business administration or management or economics.
- Certification in Project Management is an asset.

Practical Experience

- Minimum 5 years' working experience in a similar role.
- Experience in strategic planning, business development.
- Experience working in a diverse/multi-cultural environment.

Technical Knowledge/Skills/Competency:

- Fully skilled/competent
 - Extensive contract writing and negotiation experience.
 - Ability to work at all levels from strategic planning to operational delivery.
 - Demonstrated ability to lead complex projects and a detailed understanding of planning tools and methodologies for event delivery.
 - Competent in the use of current Microsoft Office Suite products.
 - Strong general administration skills.
 - Ability to analyze and remove risks to the Tournament, roadblocks etc.
 - Ability to present effectively at all levels including internal and external stakeholders as required.
 - Ability to work in a fast-paced environment and organise multiple concurrent projects with changing priorities and deadlines, emerging issues.
- Knowledge
 - Broad understanding of the business of cricket.
 - Advanced knowledge of administrative policies, procedures and technology.
 - Understanding of financial/accounting statements.
 - Broad understanding of project management.

Applications:

For a detailed job description, please visit <https://www.windiescricket.com/cricket-west-indies/category/vacancies/>.

Please send your curriculum vitae with a cover letter via email - recruitment@cricketwestindies.org to Director of Human Resources, Cricket West Indies, Coolidge Cricket Ground, St. George, Antigua, West Indies. The deadline for submission is 5pm AST on **12 September 2025**.

Please note that only shortlisted candidates will be contacted.