



Venue Technology Manager (f/m/d)

By hosting the European Championships Munich 2022, the Bavarian state capital will welcome no less than the biggest sporting event since the Olympic Games 1972. On schedule for the 50-year celebrations, Munich will once more be in the public eye, turning into a hot spot for sport fans and many others.

From 11 to 21 August 2022, more than 4,400 elite athletes will compete for medals in nine Olympic sports: Athletics, Beach Volleyball, Canoe Sprint, Cycling, Gymnastics, Rowing, Sport Climbing, Table Tennis, and Triathlon.

The European Championships will hence be another milestone in the impressive heritage of the Munich Olympic Park and raise the bar for future events.

The European Championships in Munich also offer you a unique opportunity to use your talents and develop yourself.

#Munich2022 #EC2022

You are a professional in IT, Technology and Venue Technology
and would like to become part of the European Championship team as soon as possible?
Then you are exactly the right person to join us as an experienced
Venue Technology Manager (f/m/d)
to support!

Department: IT & Technology

Reports to: Cluster Venue Technology Manager

Position Type: Freelance – Contracted 01.04.2022-25.08.2022

1. JOB PURPOSE

Technology, and its effective operation, will be critical in the delivery of a highly successful 2022 European Championships. The Technology department is a service provider to all other departments / functional areas, enabling business and Games outcomes to be achieved. Technology will be responsible for undertaking the planning, development, implementation, testing and operation of all technology systems and services which are identified as necessary and appropriate to support EC22 and the Championships.

We are looking for **Technology Managers** to be responsible for planning, deploying, and project managing technologies for an assigned Munich 2022 venues: ***Olympic Stadium for Athletics, Regatta, Messe Munich for Track Cycling and the IBC.***

The purpose of the Venue Technology Manager role is to support and assist with central VTS projects and to support the Venue Technology Team on cross-venue activities. Central Projects and tasks include:

- Technology Equipment Allocation Planning (TEAP) processes.
- Venue Technology implementation schedule planning.
- Technology drawing and space layout coordination.
- Change management administration.

General team administration and document control

2. SKILLS & EXPERIENCE REQUIRED:

- Proven project delivery experience within a variety of technology projects.
- Excellent communication, relationship building and interpersonal skills.
- Ability to work as an integral member of the team and contribute to the team's objectives.
- Passionate for Technology, IT and telecom
- Demonstrated ability in using the MS Office Suite of products, specifically Excel, with emphasis on pivot tables, conditional formatting, v-lookups and other advanced features.
- Ability to develop and produce quality reports, presentations and other documentation with accuracy and a strong attention to detail.
- Preferable German speaking & working rights for EU.

3. KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Responsibilities of the role will evolve during the lifespan of the Organizing Committee, and it is likely that the role profile will evolve with the changing needs of the OC.

- Support with the management of the TEAP master database of records (the TEAP process is used to agree, record, and manage the demand for end user technology device requirements at all competition and non-competition venues for all phases of the Games):
 - Support with the maintenance and control of the TEAP master database.
 - Work closely with Venue Technology Managers to ensure appropriate requirements are captured and accurately recorded in TEAP.
 - Complete data analysis, and produce reports based on information contained within TEAP.
 - Support with managing and processing TEAP change requests.
 - Support with processing equipment orders and venue delivery requests (call-off requests).
- Support with the Management of the detailed Venue Technology implementation schedule:
 - Help and support with planning, scheduling, and tracking project timelines and milestones.
 - Working closely with Venue Technology Managers, and where required suppliers and other departments to maintain, and update project and venue plans.

- Create and maintain standardized and ad-hoc reports to ensure Venue Technology Team and Supplier progress is accurately recorded and communicated.
- Support with the coordination of Technology drawings and space layouts:
 - Assist with the coordination of drawings and space layouts that will be completed by the Venue Technology Team and Suppliers within a defined schedule.
 - Ensure that design documentation and drawings are accurately maintained with version control.
- Support with the coordination of Venue Technology volunteer and workforce mobilization:
 - Support the Central Projects Manager with the coordination of the Venue Technology volunteer recruitment program.
 - Support the Central Projects Manager with the coordination of the Venue Technology and AV Supplier workforce mobilization process.
 - Support with onboarding, inductions, and training of new starters.
 - Support with the creation of induction and training material.
- In addition to the core projects and tasks identified above, the successful applicant shall provide general support to the Venue Technology Team based on agreed priorities, including but not limited to:
 - Supporting the Venue Technology Team with the collation of Transfer of Knowledge documentation for the next European Championships and Games in Germany.
 - Support the Venue Technology Team with the planning and delivery of the Venue Technology elements of the OC's testing and readiness program.
 - Create and produce presentations and process documentation.
 - Maintain key project documentation including but not limited to action logs, and risk registers.
 - Schedule both recurring and ad-hoc meetings.
 - Collation, preparation and distribution of meeting agendas, and dissemination of subsequent minutes and actions.
 - Providing general support and administration to the Venue Technology Team members.

Interested? Please send you electronic CV to:

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European Championships Munich 2022

LOC Office

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