



Ticketing Coordinator (Venue Configuration)

WE CARE ABOUT FOOTBALL

Job information

Division / Unit: UEFA Events SA / Ticketing

Contract type: Fixed Term

Start date: 13.11.2023

End date: 31.08.2024

Location: Nyon

Main goal

The Ticketing Coordinator (Venue Configuration) works with six other persons in the ticketing team. They provide support in all activities related to the production of seating maps, target group allocation, and seat allocation. Visits to stadiums may be required as part of this role. The job concerns UEFA EURO 2024, Women's EURO 2025 and UEFA club competition finals (Champions League, Europa League, Europa Conference League, Super Cup).

Key responsibilities

- Ensuring a complete, accurate and consistent ticketing inventory of the stadiums
- Producing stadium seating plans in the ticketing system
- Assigning and revising seat allocations in the ticketing system
- Conducting thorough seat checks at the stadiums
- Supporting on-site operations in the stadium bowl
- Assisting with general ticketing operations

Profile

Experience required:

- from 1 to 3 years / in ticketing for sports events or other relevant fields
- from 1 to 3 years / of other relevant work experience

Education:

- Bachelor's in management, business administration, sports management or another relevant field

Languages:

- English / Proficient

Additional requirements:

- CAD (AutoCad) / Basic



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- MS Excel / Advanced
 - Attention to detail
 - Interest in football events
 - Strong analytical skills and interest in ticketing back office operations
 - Willingness to work in an international environment
 - Willingness to travel
 - Background in cartography, geographic information systems, architecture or the equivalent would be an asset

