



OPERATIONS EXECUTIVE

York Racecourse, one of the UK's leading flat racecourses, plays host to over 350,000 racegoers in addition to some 700 different non racing events each year. This progressive, independent racecourse seeks to deliver the best in prize money, facilities and the raceday experience with an investment of over £7M in prize money, an ambitious and sustained capital investment programme and a highly experienced, dedicated team.

York Racecourse now seeks a dynamic and proactive new Operations Executive, to support the Head of Operations in the planning, co-ordination and implementation of all racedays and other events, ensuring excellent and consistent standards of customer safety and care. This is an exceptional opportunity for an ambitious and talented events professional, who will relish the challenge of playing a key role in this multi award winning venue.

Responsibilities will include (but will not be limited to):

- To assist in the planning and implementation of operational raceday activities.
- To assist customers regarding general enquiries and accessibility issues.
- To assist with initiatives to help cement York's place in its community including leading on education, charity and community engagement.
- To help plan, recruit, accredit, deploy, brief, coordinate and communicate with event staffing, management, raceday staff and contract partners for racedays.
- To continually review, analyse, assess and look to improve raceday operations, resources and teams.
- To support the Head of Operations in ensuring Health and Safety Management is central to all activities at the racecourse.
- To support and assist with any relevant major operational projects
- To support the Head of Operations with general administrative and operational duties.

Candidates will need to demonstrate a talent for operational planning and enhanced analytical ability, alongside outstanding communication skills, motivation and enthusiasm for both the position and the racecourse. A successful events management track record and/or previous experience in a related environment would be highly advantageous. The position may also suit a recent graduate or equivalent looking to take a first step towards a progressive career within operations and/or events.



**To apply please email your CV and covering letter, including salary details to
Hugh Nickerson at Conundrum Consulting Ltd
Email apply@conundrum.co.uk quoting reference JID1049
Telephone 01747 861616**

Strictly no agencies please, all direct and third party enquiries will be forwarded to Conundrum.