

TUS Events and Sports Services Midlands Ltd. is a wholly owned subsidiary of the Technological University of the Shannon. Our vision is to “Create value and positive experiences, through the provision of world class sport and event facilities and services, which improve the health & wellbeing of TUS students, staff and wider community”.

We provide high quality, flexible and innovative sport and event services across TUS Athlone campus. The below position is located in the TUS Athlone Arena and due to the nature of the position remote working is not possible. In person interviews will take place for shortlisted candidates in Athlone on Wednesday 23rd September.

We are currently seeking applicants from highly motivated, well-organised and experienced managers who are passionate about delivering memorable experiences.

SPORT EVENT & CONFERENCE MANAGER – Full Time

Reporting To	Operations Manager
Contract Type	Full Time, Permanent.
Hours of Work	39 hours a week, Monday to Sunday
Annual Salary	€42,111 per annum
Essential Experience	Minimum 1 year managing events and conferences
Key Competencies	Adaptability, Leader, Integrity, Flexibility Fluent in English, both written and oral
Essential Qualification	Degree in Business Studies or Diploma in Event Management

Key Duties

- Lead all commercial events and conference activities.
- Manage client relations from enquiries through to post event de-brief.
- Key liaison with TUS internal stakeholders incl. foodservice, estates, health & safety.
- Deliver seamless client service
- Implementation of all operational procedures.
- Assist Operations Manager with rostering, invoicing, administration and other duties associated with the day to day operations.
- Administrator for booking IT management systems – Legend
- Health and safety representative for all event & conference related activities.
- Management of all commercial sporting activities and athletics competitions.
- Maintenance of all event and conference sports equipment.
- Collecting payment, adherence to all cash control procedures.

The closing date for receipt of Applications is 5pm Friday 11th September 2026.

Please send your C.V. along with a cover letter outlining your suitability to the position to

Paul.Coburn@tus.ie