



**AFC  
WOMEN'S  
ASIAN CUP  
AUSTRALIA  
2026™**

# **Position Description Venue Site Manager**

Overview	
<b>Title</b>	Venue Site Manager
<b>Department</b>	Venues
<b>Location</b>	Sydney
<b>Reports To</b>	Venue General Manager (Primary) Manager Dressing and Signage (Secondary) Manager Event Technology (Secondary) Manager Overlay (Secondary)
<b>Work Type</b>	Full-Time Fixed Term Contract
<b>Hours/Days Per Week</b>	37.5

Accountability	
<b>Number of direct reports</b>	0
<b>Number of indirect reports</b>	0
<b>Budget responsibility in \$</b>	TBC

About Us
<p>The Asian Football Confederation (AFC) has awarded Football Australia hosting rights for the 2026 edition of the AFC Women's Asian Cup™. Having co-hosted the best-ever edition of the FIFA Women's World Cup™ in 2023, Australia will host the Continent's premier women's national team for a second time in history having also staged the 2006 edition of the AFC Women's Asian Cup™.</p> <p>This prestigious event will bring together 12 nations in a tournament structured into three groups of four. Following the resounding success of last year's FIFA Women's World Cup™, Football Australia, its stakeholders and partners are eager to create another tournament that celebrates women's football, delivers legacy outcomes for football and Australian society more broadly.</p> <p>A Local Organising Committee (LOC) has been established for the sole purpose of delivering the 2026 edition of the AFC Women's Asian Cup™ in Australia.</p>
Our Culture & Values
<p>AFC Women's Asian Cup is built on a foundation of inclusivity, respect, and unity, with a rich representation of both First Nations people and the diverse multicultural football community we proudly serve. We are united in our mission to deliver exceptional experiences for players, fans, and all those who are part of our journey. As one team, our strength lies in the trust we place in one another and the broader football family. Excellence drives everything we do, as we strive to create lasting opportunities that contribute to our Legacy 26 and elevate the global game.</p> <p>We strive to achieve this by embodying our core company values, which include:</p> <ol style="list-style-type: none"> <li>1. <b>Inclusive</b></li> <li>2. <b>United</b></li> <li>3. <b>Trust</b></li> <li>4. <b>Excellence</b></li> </ol>

### Background & Purpose of the Role

We're looking for an on-the-ground superstar to join our tournament delivery team. This role is ideal for someone who thrives in a fast-paced, high-energy environment and knows how to keep their cool under pressure. You'll be the linchpin on-site, juggling multiple moving parts — from contractors and stadium staff to deliveries and infrastructure — to ensure the smooth execution of tournament operations.

This is a fixed term contract-based role.

### Role Responsibilities

- Work with the Venue Operations team, (VGM and DVGM) to coordinate and manage all on-site logistics, including contractors, temporary infrastructure in a safe and time effective manner.
- Build and maintain strong working relationships with stadium staff, volunteers, LOC Program Areas, broadcast providers, suppliers, and stakeholders (including sponsors and service providers).
- Lead and manage the stadium logistics team, overseeing the delivery and placement of furniture, fittings, and equipment (FFE) across program areas.
- Prepare and execute site-specific bump-in and bump-out plans, ensuring timely delivery and setup in accordance with the Master Delivery Schedule (MDS).
- Build and manage the MDS in collaboration with program areas and the stadium security team to ensure a safe and coordinated work environment.
- Coordinate the delivery and installation of overlay elements including fencing, cabins, tents, and media tribunes, ensuring alignment with site plans.
- Identify operational risks and implement mitigation measures to ensure safe and efficient venue delivery.
- Respond quickly and effectively to unforeseen challenges or last-minute changes with a calm, solutions-oriented approach.
- Foster a positive, approachable presence on-site by communicating clearly and respectfully with all staff, contractors, and stakeholders.
- Ensure all on-site activities are executed in compliance with Workplace health and safety and tournament standards within time protocols.
- Contribute to project management and knowledge-sharing efforts, including event debriefs, lessons learned, and documentation for future tournaments.
- Provide hands-on, on-site support for the full Dressing and Signage scope of services, working in close collaboration with the appointed contractor to ensure all elements are delivered in line with approved Brand Books, Wayfinding Plans, and project documentation. This includes supporting installation, troubleshooting issues in real time, and maintaining alignment with the overall tournament look and operational requirements.
- Demonstrate flexibility and commitment to the demands of live event operations — this is not a standard 9-to-5 role and will require working long hours, including evenings, weekends, and public holidays as needed.

Role Outcomes/ Deliverables	
<ul style="list-style-type: none"> <li>Support all Program Areas in their operational delivery</li> <li>Communicate clearly and effectively to all program areas and AFC to ensure collaborative approach to delivery</li> <li>Complete daily reporting and incident management</li> </ul>	
Major Interactions	
<ul style="list-style-type: none"> <li>WAC26 Program Areas</li> <li>Broader Football Australia</li> <li>Co-ordinate with all Program Areas onsite and the Stadium's venue team to ensure all spaces are ready and safe for tournament time</li> </ul>	
Knowledge, Skills, And Experience	
<b>Essential</b>	<ul style="list-style-type: none"> <li>Proven experience in logistics, event operations, or temporary infrastructure installation</li> <li>Strong leadership and interpersonal skills; able to manage diverse teams and personalities</li> <li>Excellent multitasking and time-management abilities</li> <li>A proactive, hands-on approach with a cool head and flexible attitude</li> <li>Comfortable navigating stadium environments and coordinating across multiple departments</li> <li>Passion for live events and the ability to thrive in dynamic, unpredictable settings</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Previous experience working on large-scale sporting events or tournaments</li> <li>Knowledge of health &amp; safety protocols in temporary or outdoor event environments</li> <li>Familiarity with venue operations or stadium infrastructure</li> </ul>
Qualifications	
<b>Essential</b>	<ul style="list-style-type: none"> <li>Degree in Business, Event Management or Project Management</li> </ul>
Unique Criteria	
<p>The following selected items identify the requirements of the role;</p> <p><input checked="" type="checkbox"/> Out of hours and weekend work</p> <p><input type="checkbox"/> Intra and/ or Interstate travel</p> <p><input type="checkbox"/> International Travel</p> <p><input type="checkbox"/> Significant periods of work away from home</p> <p><input checked="" type="checkbox"/> Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation</p>	
Additional Requirements	
<p>To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role;</p> <p><input checked="" type="checkbox"/> National Police Check</p>	



- ☒ International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)
- ☒ Full working rights in Australia
- ☒ Working with children check (paid/ employee) or state- based equivalent
- ☐ Working with children check (volunteer) or state- based equivalent (volunteer roles only)