

Event Coordinator – Lexus Nottingham Open

Responsible to	Event Manager
Location	National Tennis Centre, Roehampton, SW15 5JQ. During the event, on-site at Lexus Nottingham Tennis Centre, and at other LTA tournament venues as required
Salary	Up to £32,760 per annum depending on experience

About the Role

Our vision is 'Tennis Opened Up', and our mission is to transform communities through tennis, focusing on three areas – making tennis welcoming, enjoyable and inspiring to everyone.

The Event Planning and Delivery team are responsible for delivering the LTA's programme of Major Events, driving visibility and enjoyment to new and existing audiences. The Event Coordinator will play a vital role in the planning and delivery of the 2027 Grass Court Season, and may support the Events team at other designated tournaments within the international calendar, as required.

We are currently recruiting for a role to support with the planning and delivery of the Lexus Nottingham Open at the Lexus Nottingham Tennis Centre.

During the tournament period, this role will be required to work on-site at the tournament venue with the Events team for a continuous period. The Lexus Nottingham Open team will be onsite for up to 4 weeks.

Key Accountabilities

- Assist the Event Manager and Tournament Director to ensure all tournament operational requirements and logistics for the Lexus Nottingham Open are delivered on time, within budget and in line with sport specific technical requirements and specifications, working with the venue and on-site Event Site Manager and Health and Safety Advisor.
- Support the Tournament team with the preparation of event specific documentation, including the Event Management Plan, Licensing documents, check lists and briefing notes.
- Provide efficient administrative support to the wider team as required, to include but not be limited to, organising wider team meetings, creating presentation material, distributing agendas, writing meeting minutes and raising and tracking purchase orders and invoices.
- Take on responsibility for operational projects as part of the tournament delivery for example, tournament wayfinding and branding, clothing, accreditation processes, transport, furniture, IT equipment and Player Lounge Facilities.
- Work closely with the Lexus Nottingham Tennis Centre team throughout the year to support the planning, coordination and successful delivery of the event, ensuring collaboration, clear communication and alignment on operational requirements, venue readiness and event objectives.
- Organise the provision of other event requirements, managing the contractor relationship & contracts for on-site equipment & services, such as furniture, radios, towels, balls, drinks and other areas as may be required. Ensure all services and items meet the required standards and expectations comply with the relevant health and safety procedures & standards, as advised by the Healthy and Safety Advisor.

- Lead on the Accreditation process for all event stakeholders, implementing accreditation policies, procedures and timelines, working collaboratively with internal teams and external partners to ensure a seamless and efficient delivery.
- Lead on the signage & print projects for the event, working collaboratively with the LTA's Marketing Team & Commercial Team, the council, signage & print contractors to ensure a fully comprehensive branding and marketing plan is delivered across the event site and city, that complies with LTA, WTA, ATP & sponsor brand guidelines and is produced to the required standard, budget & timelines.
- Lead on the transport provision, administration and implementation for the event, ensuring suitable and sufficient vehicles are provided and delivered to fulfil event requirements, and all administrative processes for transport are in place for the event.
- Liaising with the LTA's ticketing team and external stakeholders, supporting with the ticketing administration from an event holds perspective, while ensuring smooth delivery of the on-site ticket support operations.
- Help coordinate contractor/supplier build and break phases, with associated schedules, working with the Event Site Manager and Safety Advisor
- Attend ad hoc site visits to support with planning of the tournament.
- Communicate effectively with contractors and suppliers to ensure event logistics and operations are accurately scoped and procured, achieving cost efficiencies through effective negotiations.
- Work collaboratively with colleagues from the wider Major Events department to adopt consistent ways of working and supporting other teams with projects if required.
- Create positive working relationships with LTA internal departments, including Digital, Brand Marketing, Commercial and regional teams to support with effective tournament delivery.
- Deliver the areas outlined above but also take on additional projects that maybe across the Major Events department, as required
- Support the Event Manager with the necessary training and guidance for temporary event personnel.
- Responsible for assisting the Event Manager in managing designated budgets for the specific operational projects outlined above, ensuring that costs are challenged and negotiated with suppliers to deliver best value for money.
- Ensure that any unexpected expenses are flagged in advance and impact reduced as far as possible via practical problem solving.
- Work closely with the team to identify efficiencies, innovation and growth opportunities while ensuring the event and commercial objectives are supported and met.

Tournament Phase

- To be based on site at the Nottingham Tennis Centre for an agreed duration during the build, tournament and de-rig (June). There will be evening and weekend working through this time, especially through the live tournament period which you will be expected to work.
- Maintain comprehensive records of processes, contacts, details of recommendations for the following year to ensure a continuation of knowledge, whilst supporting with the post event reporting procedure.
- To lead and be a point of contact for certain event services contractors, including transport, site branding and accreditation, dealing with any onsite queries relating to the maintenance of services during build, tournament dates and de-rig of the event.

General Requirements

- Liaise with internal and external stakeholders as required in the delivery of this role.
- Provide outstanding customer service to tennis stakeholders and visitors, responding quickly with true personal ownership and responsibility in a world class working environment.
- Be an ambassador for the vision of the LTA both internally and externally communicating and promoting the vision and direction of the LTA with passion.
- Build, manage and maintain strong inter-departmental relationships and communication within the organisation and work in partnership with other team members.
- Work collaboratively with colleagues from the wider Major Events department to adopt consistent ways of working and supporting other teams with projects if required.
- Support the Major Events department at other designated tournaments within the international calendar, as required and as time allows.

- Use initiative to make suggestions to improve the working situation within own area of work and the LTA as a whole.
- Cooperate with measures introduced to ensure there is Equality of Opportunity.
- Comply with all aspects of the LTA's Health and Safety Policy and arrangements.

Person Specification

Previous Experience of:

Knowledge and understanding of event management, plus a minimum of two years' experience of delivering events.	<i>Essential</i>
Working effectively and collaboratively with a range of internal and external stakeholders.	<i>Essential</i>
Demonstrating exceptional personal communication skills with proven ability to build and maintain effective relationships and communicate with people at all levels with a high level of diplomacy and professionalism.	<i>Essential</i>
Extremely strong organisational, prioritisation and time-management skills with a high level of attention to detail.	<i>Essential</i>
Highly motivated and resilient with the ability to remain calm under pressure, with initiative to anticipate and proactively solve issues.	<i>Essential</i>
Experience of flexible working with ability to vary work patterns and prioritise tasks to meet the changing needs of the team as and when required.	<i>Essential</i>

Knowledge, Training & Qualifications

Knowledge of UK sporting/event landscape & the international tennis landscape.	<i>Desirable</i>
Advanced IT and keyboard skills and knowledge of MS Office Applications (Word, Excel and PowerPoint).	<i>Essential</i>

Personal Attributes (Our Values)

Inclusion	• I make people feel welcome. • I recognise the power of our differences. • I create a safe environment.
Teamwork	• I collaborate well across teams. • I actively listen to others. • I actively offer to help others.
Integrity	• I act with honesty and respect. • I take responsibility for my actions. • I am dependable.
Passion	• I approach things in a positive mindset. • I motivate and energise others. • I take pride in my work.
Excellence	• I am ambitious and want to exceed expectations. • I want to learn more to improve. • I am adaptable to change.

Life at the LTA

The LTA, through its vision 'Tennis Opened Up', is committed to creating an inclusive environment where all colleagues feel included and a strong sense of belonging. We particularly welcome applications from people from ethnically diverse communities, deaf and disabled people, members of the LGBTQ+ community and people with lived experience of the UK's many and varied communities.

Read some of our colleague testimonials below and find out more about our LTA benefits [here](#)

"As a new mum, I've appreciated the LTA's newly enhanced benefits, which have supported me during maternity leave and in my return to work. In total, I have been with the LTA for four years and love the diversity of my role."

"Everyone's respected in terms of the culture, ethnicity, and the background, so you don't feel unequal in any capacity. I remember how supportive my team had been during Ramadan, being fully understanding of its requirements and flexible with my work schedule."

"As a new starter at the LTA, my experience has been overwhelmingly positive. Being a tennis fan, I was excited to join the organisation, and from day one, I've been impressed by everyone's dedication to our mission of 'Tennis Opened Up', as well as promoting diversity, inclusion, and sustainability."
