

Event Operations Manager

Division:	Operations
Department:	Event Operations
Reports to:	Senior Event Operations Manager
Location:	Glasgow (Flexible working options available)
Contract type:	Full-time employment

JOB PURPOSE

In July 2026, Glasgow will host the 23rd edition of Commonwealth Games. Approximately 4,000 athletes and team officials from up to 74 nations and territories across the Commonwealth will come together in a 11-day celebration of sport and culture. Events will take place across Glasgow, entertaining around 500,000 ticketed spectators and reaching a global broadcast audience of more than one billion.

Event Operations is responsible for developing and implementing the cross-organisational operational planning principles and venue planning processes. As Event Operations Manager you will be responsible for the planning and operational alignment of the Non-Competition Venues (NCVs) within the Glasgow 2026 Commonwealth Games. NCVs play crucial roles in the overall operation, logistics, and experience of the event.

Working closely with the Senior Event Operations Manager this is a key role in in executing the operating model for the Games. This role ensures the seamless operation of the Non-Competition Venues, manages day-to-day stakeholder coordination, and ensures compliance with event-wide policies, safety standards, and service level expectations. This role is a key integrator, engaging with and coordinating the multiple functions across the organisations and delivery partners who are involved in the planning and delivery of NCVs.

This is a unique opportunity to be at the heart of a world-class event, working with passionate professionals and visionary leaders who are committed to showcasing Glasgow on the international stage as well as delivering an event of excellence to athletes and the local community.

Glasgow 2026 Limited, the Organising Company, is signatory to the Host Collaboration Agreement (HCA) with the Commonwealth Sport (CS) and Commonwealth Games Scotland (CGS) and each have key parts to play in the planning and delivery of the Glasgow 2026 Commonwealth Games - individually and collectively - to ensure that Glasgow 2026 is a success.

This is a key appointment within the OC's Games Operations division. The postholder will support Glasgow 2026 to deliver a memorable experience through effective planning, delivery and collaboration.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The responsibilities of this role will evolve during the lifespan of the OC and the changing needs of the Games.

- Lead the operational planning and delivery of designated non-competition venues from pre-event setup through to decommissioning.
- Coordinate all venue functions, delivery partners and suppliers including Sport, Games Services and Security ensure all requirements are captured and delivered.
- Manage the venue use agreement process working with Finance and Legal accordingly
- Act as the central point of contact for all venue stakeholders
- Collaborate closely with Functional Areas (FAs) to ensure services are delivered in line with agreed operational plans and expectations.
- Ensure the venue complies with all health & safety, security, and crowd management protocols.
- Manage the development venue documentation and coordinate cross-organisational processes to collate venue documentation
- Manage and monitor the daily running of the venue during operations, including incident management, scheduling, and workforce supervision.
- Be a support across the Event Operations team to assist on the wider operational planning of the Games including competition venues and city operations as required.
- Feed into central governance processes including project management processes, issue and risk reporting
- Participate in the Testing and Readiness Programme for the Games.
- Support post-event reporting, ensuring lessons learned are captured.
- Provide support across the Event Operations team to assist on the wider operational planning of the Games including competition venues and city operations as required.

PERSON SPECIFICATION

Knowledge & Experience

- Proven experience of working within Event/Venue Management on previous multi-venue major events.
- Experienced in the coordination of multiple projects with varied teams and/or suppliers in an event environment.
- A strong communicator and collaborator who builds positive relationships.
- Demonstrate strong technical & operational planning skills.
- Familiarity with project management processes and tools in the context of a major event.
- Financially literate, able to interrogate and challenge costs and budgets.
- Proven knowledge and experience using computer software programs including the Microsoft O365, Project Management programs, design and desktop publishing software.
- Ability to operate in a dynamic working environment, managing multiple tasks within a multicultural environment.
- Able to maintain a high level of attention to detail.
- Ability to make operational decisions in-line with delegated authority
- Plans and organises self and others to ensure the completion of tasks aligned with project plans.
- Performs well under pressure with a demonstrated willingness to “pitch in” where required.

Personal Qualities

- Natural communicator
- Reliable and committed to the success of the team

- Able to deliver excellent results in a fast-paced setting
- Self-motivated and proud to be part of the experience