



WORLD TABLE TENNIS

JOB DESCRIPTION

WTT EVENT SUPERVISOR (FREELANCE)

ABOUT WORLD TABLE TENNIS

World Table Tennis is where the sport's fiercest battles meet bold ideas and creative minds. WTT is powered by a global crew of innovators, storytellers, and game-changers, who bring energy, expertise, and imagination to everything they do.

We're not your typical workplace; we're the global engine behind a sport on the rise. So whether it's staging iconic global events or redefining fan experiences, this is where bold ideas get built, and where every role has impact. At WTT, the arena simply hits different.

EVENT SUPERVISOR (FREELANCE)

WTT is designed to increase the popularity and bring the spotlight onto the stars of the sport, our players, and as such we work towards delivering world-class events that maximises experience for key stakeholders.

As one of the key staff onsite, we are seeking for organised and proactive Event Supervisors who will ensure that the events are delivered to the WTT's standards.

This role is an exciting opportunity for individuals who are passionate about events and eager to gain hands-on experience in delivering world-class table tennis events. As part of our unique recruitment process, shortlisted candidates will have the chance to participate in online workshops and mentorship sessions onsite at events, offering a rare opportunity to learn directly on the job. We warmly welcome table tennis enthusiasts who are keen to combine their love for the sport with a career in events management.

This is a fully remote role, with frequent travel demands, open to applicants worldwide who are eager to be part of our global events story.

RESPONSIBILITIES

- Serve as an Event Supervisor for WTT/International Table Tennis Federation (ITTF) events, as assigned, representing WTT/ITTF as the official person responsible for the delivery of event services;

- For major events when assigned as the lead Event Supervisor, be responsible for the management and task assignments of the full team of Event Supervisors assigned for the event.
- Foster strong and cohesive working relationships, including pre, during and post event, via dialogue and onsite meetings with the Event Services Director and Event Organizers to ensure events are delivered in line with the WTT Rulebook and Event Manual and that all parties are informed of their requirements and responsibilities to successfully deliver a WTT event;
- Work closely with the various teams within the WTT Events team as well as with other WTT department staff for the successful planning and delivery of WTT/ITTF events;
- Oversee and coordinate the implementation of all event services including but not limited to scheduling, sports equipment, medical services, officiating, anti-doping and results management;
- Assist, when required, in preparing the WTT Prospectus for each assigned event;
- Manage Youth Events or when needed, the entry process for each assigned WTT event and communicate entry lists to relevant event stakeholders;
- Liaise with the Doping Control Officer in relation to the setup and administration of the anti-doping process onsite;
- Manage the Online Entry System (OES) pre-event (where applicable) and Online Venue Results (OVR) during the event to process the event management systems in relation to timing, scoring and results management;
- Determine daily event schedules in consultation with all event stakeholders to deliver the optimum match schedule for the event, ensure timely communication and publication of schedules and draws;
- Represent the interests of WTT/ITTF staff and players at WTT/ITTF events and liaise with the Event Organizers to resolve player concerns in relation to event services delivery;
- Oversee the implementation of event draws in conjunction with the Referee;
- Determine if the Field of Play is fit for play and suspend or postpone matches when it is not and reschedule matches on other tables where necessary;
- When conditions threaten the immediate safety of the players, spectators, officials or any other persons on the event site, decide whether to suspend or postpone match(es) until such time that in their opinion the threat to safety is no longer evident;
- Oversee the event sanction process in relation to Event Organizers and player sanctions for event breaches of the WTT Handbook/ITTF Statutes, Event Manuals or Player Code of Conduct;
- Prepare and submit the WTT Event Evaluation Report to assess the performance of the Event Organizers and provide additional feedback to the WTT Event Manager and other departments for continual improvement of WTT events;
- Assist in providing feedback for improving event related material such as Event Manuals, Reports or any other documents necessary for the implementation of WTT events;
- Conduct inspection visits, where necessary, to WTT/ITTF events to ensure venue suitability and event services preparedness is arranged according to the WTT Event Manuals.
- Other tasks as required by the Events Management.

REQUIREMENTS

Essential:

- Relevant tertiary education in Sports or similar field;
- Ability to work in English;
- Experience working within sport competition management;
- Experience working within table tennis or other racket sports;
- Advanced computer skills and readiness to learn operating new IT platforms (OES, OVR);
- Excellent communication, negotiation and interpersonal skills with a strong attention to detail;
- Organizational skills and ability to work with people from different nations and backgrounds;
- Ability to work in a cross functional environment in demanding situations;
- Strong ability to be proactive in identifying potential issues and solutions and communicate and resolve with the Event Organizers and internal departments;
- Tenacity to drive WTT forward.

Desirable:

- Passion for sport and business;
- Ability to work in multiple languages.

HOW TO APPLY

Submit CV and cover letter to careers@worldtabletennis.com with the email subject titled “WTT Event Supervisor”.

Due to the high number of candidate applications expected, only those who are shortlisted to the next stage of the recruitment process will be contacted.
