

# JOB DESCRIPTION



EXECUTIVE VICE PRESIDENT, TOURNAMENT RELATIONS - Europe

## ABOUT ATP

ATP Tour, Inc. is the governing body of the men's professional tennis circuits - the ATP Tour, the ATP Challenger Tour and the ATP Champions Tour. With tournaments spanning the globe, from Australia to Europe and the Americas to Asia, ATP's purpose is to "inspire on court, and serve beyond it." For players with aspirations of competing on the biggest stages on the ATP Tour and in Grand Slams, it all begins with the ATP Challenger Tour. And ATP is committed to creating those pathways of opportunity.

Since its inception in 1978, the competition at this level has been intense, with players fighting for critical ATP Rankings points and prize money. These tournaments give fans the excitement of watching world-class tennis in a more intimate setting, and by providing opportunities for emerging stars to develop their talents, it ensures the continued success and growth of professional tennis and ATP's mission of inspiring they world by showcasing the champion spirit and relentless pursuit of excellence seen every day, across the globe at our events.

Beyond the court, ATP is committed to serving others- creating positive change within our organization and the global communities we reach.

## JOB SUMMARY

To serve as liaison between the European Tournament Members and ATP, assisting the Tournament Members in operating their tournaments in line with rules and standards as determined by the ATP

Board of Directors. This position reports to the Chief Tour Officer and can be located in either London or Monte Carlo. Extensive travel within Europe and occasionally abroad is required. If the position were to be based in Monte Carlo, it is considered a cadre position under Monegasque employment requirements.



# RESPONSIBILITIES & DUTIES

Key responsibilities are, but not limited to, the following:

## **Tournament Relations**

- Assist Chief Tour Officer in directing any aspects of ATP's relationship with European Tournament Members, proactively managing ATP tournament business operations.
- Management of European group department budgets
- Supervise support staff. Proactively address any matters arising with European Tournament Group in coordination with the Chief Tour Officer
- Collect and prepare tournament requests as required for Tournament Council and Board in coordination with the Chief Tour Officer, including but not limited to tournament relocations, tournament prize money levels, calendar and format changes
- General communication to the European Group, including scheduling, facilitating and preparing content for regular European regional calls
- Communicate and liaise internally with ATP departments
- Record and distribute minutes of European Group meetings and distribute minutes of Tournament Council meetings
- Provide general assistance to European Tournament Members.

## **Tournament Standards and Compliance**

- Follow up on Tournament Conditions letters to ensure conditions are addressed
- Assist in managing transfer agreements for change in tournament ownership or with the recruitment of substitute tournaments in the event of a cancellation of a European tournament.
- Communication and implementation of new rules
- Assist in the development and implementation of best practices and tournament standards
- Assist with discussions and collection of fees and late payments.

# QUALIFICATIONS AND SKILLS

- College degree
- Understanding of and experience with sporting event business models and operations
- Excellent leadership and communication skills
- Skilled at diplomacy and managing relationships
- Previous sports industry experience preferred
- Fluency in two languages preferred
- Strong on Microsoft Word Suite (word, power point and excel)

# KEY PERFORMANCE MEASURES

- Commit to and successfully execute ATP and Tournament Relations strategic objectives
- Effective, timely, and professional communication



- Maintain professional level of diplomacy and confidentiality
- Satisfactory feedback from Chief Tour Officer and European tournament members
- Work with supervisor and other departments as needed to ensure that European Tournament Members adhere to the rules and conditions set by ATP for operating a tournament
- A working knowledge of ATP tournament business operations
- Establish and maintain good rapport, and line of communication with all ATP departments as well as tournament directors and onsite staff.

## **EQUAL OPPORTUNITY EMPLOYER**

We are an equal opportunity employer and as a global body we value diversity. We are committed to an inclusive environment for all. All candidates will be considered on the basis of qualifications, merit and business needs without regard to race, color, religion, national origin, age, non-qualifying mental or physical disability, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, veteran status, or any other characteristic protected by applicable law.

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