

**Job Title:** Architect - Site Manager - Silverstone Events

**Reporting to:** Head of Technical & Operations

**Department:** Technical & Operations

The Architect - Site Manager is responsible for development of the technical drawings and for coordination of on-site temporary infrastructure build of the Hospitality areas for all Events held at Silverstone for which MATCH Hospitality is the Official Hospitality Partner.

**Key Internal Relationships:**

Technical & Operations Team, Catering Team, Marketing Team, Venue Team.

**Key External Relationship:**

External suppliers, SCL Public Events Team, SCL Corporate Events Team, SCL Engineering Workshop Manager

**Job Purpose:**

- To develop technical drawings and detailed designs of hospitality areas, including temporary infrastructure within the established conceptual, schematic and design framework using CAD software
- To coordinate building of temporary infrastructure in accordance with technical documentation, CDM requirements and established timelines

**Key Responsibilities**

1. Develop CAD drawings and detailed internal layouts of the temporary Hospitality infrastructure
2. Participate in the site inspections and analyse space and site limitations and requirements
3. Liaise directly with internal departments and external suppliers (including Silverstone Circuits Limited) and contractors as required to identify the required infrastructure for each event
4. Assist the Hospitality Manager and T&O team in the development of technical project documentation and infrastructure requirements for the events
5. Coordinate building process on site directly liaising with contractors and suppliers of temporary infrastructure; assist with deliveries of materials and equipment
6. Ensure adherence to CDM requirements and Health and Safety guidelines
7. Inspect the site regularly to ensure compliance with relevant legal requirements, processes and procedures and update site staff on any issues or concerns
8. Ensure MATCH Hospitality contractors only work onsite when they have completed the appropriate documentation and are aware of the correct area(s) to work.

9. Ensure MATCH Hospitality contractors work within guidelines as set down in the appropriate certificates and permits to work
10. Provide support to the Production team as required.
11. Ensure successful on-site delivery of events at Silverstone where MH is the Official Hospitality Partner.
12. Ensure all reports are updated accurately in a timely fashion.
13. Work as part of the team to develop others and to support workloads to ensure the operational success of the events.