

Event Manager

(ATP/WTA & International Tennis Competitions)

Location: Hong Kong

Position Type: Full-Time, In-Office

Job Summary:

The HKCTA is seeking an experienced Event Manager to oversee and manage the ATP and WTA events, as well as international team competitions, including the Davis Cup and other potential tennis events. This role will involve collaborating with various stakeholders to ensure the successful execution of tournaments/events and enhancing the tennis season in Hong Kong.

Key Responsibilities:

- Oversee and manage including but not limited to ATP and WTA events for HKCTA, along with international team competitions, i.e. the Davis Cup, Billie Jean King Cup etc.
- Liaise with IMG, ATP, WTA, and other stakeholders to coordinate tournament arrangements.
- Seek new sponsorship opportunities and maintain strong relationships with existing sponsors.
- Coordinate with the Hong Kong Government and M Mark regarding funding, venue, and facilities.
- Manage the event budget and ensure cost-effective operations.
- Liaise with agents and players regarding their appearances.
- Execute ad hoc assignments as instructed by the Steering Committee and Senior Management.
- Enforce organizational discipline through strong leadership and execution skills.
- Strengthen Hong Kong's tennis season and foster collaboration with China Tennis Season and CTA.



Requirements:

- At least 10 years of working experience in operating WTA and/or ATP events.
- Familiarity with ATP and WTA guidelines and operations manual.
- Regulatory experience in ATP and WTA ITF/ATF preferred
- Tennis regulatory experience is preferred.
- Strong command of written and spoken English; knowledge of Cantonese and Mandarin is an advantage.
- Excellent communication skills with the ability to work independently and under pressure.
- Strong sense of accountability, team spirit, self-motivated and outgoing.
- Willingness to take on additional responsibilities and work irregular hours.

Interested candidates please email your resume and expected salary to info@tennishk.org on or before **December 31, 2025**. Please indicate on the subject of the email "Application for Event Manager".

Applicants who are not invited for interview within three months may consider them applications unsuccessful. All applications will be treated in the strictest confidence. Personal Data provided by appointees will be used strictly for recruitment and other employment-related purposes only.