



POSITION DESCRIPTION

POSITION: Events Manager

WHO ARE WE

Based in Auckland, Gymnastics New Zealand (Gymnastics NZ) is the national body responsible for the development, promotion, governance and leadership of gymnastics sports throughout New Zealand.

Gymnastics is a collective term for Gymnastics for All (recreational), Aerobic Gymnastics, Men's and Women's Artistic Gymnastics, Rhythmic Gymnastics and Trampoline Gymnastics.

Gymnastics is a foundation of all sport, recreation & performing arts – gymnastic sports are foundation skills for life.

Gymnastics is fun and builds confidence for all ages, from early childhood to adult.

Gymnastics is inclusive.

We grow great New Zealanders through Gymnastics!

ORGANISATION

Keep the balance – We collaborate, fluidly balancing individual, group, organisation and stakeholder goals.

VALUES

Own the smile – We have fun, relishing the unison of mind, body and spirit in practice and performance.

Chase the challenge – We embrace excellence, always striving for maximum participation and a flawless result.

Play things fair – We act with integrity, valuing everyone's place and choosing solutions that work for all.

POSITION TITLEEvents Manager

MANAGER

This position reports to the Operations Manager

LOCATION

GNZ Head Office, Auckland

PURPOSE

Plan, lead and support the delivery of events to meet strategic outcomes.

KEY**RESPONSIBILITIES**

KEY TASKS	PERFORMANCE OUTCOMES
Event Development & Hosting	<ul style="list-style-type: none">• Lead the development, planning and delivery of the National Championships, identified international events, and other events that meet Gymnastics NZ strategic outcomes.• Conduct feasibility studies including a full budget scenarios.• Determine suitable venues and locations.• Approach potential stakeholders, funders, sponsors and supporters.• Secure contracts for event delivery.• Research and seek opportunities for hosting or developing suitable international, national and regional events.
Event Planning	<ul style="list-style-type: none">• Plan, develop and manage the Annual Event Calendar (International, National Regional, Local and Club events – hosted in NZ) ensuring timely communication.• Manage costings against event budget.• Compile project plan with associated timelines and deadlines.• Supplier negotiation, contract management and funding applications & sponsorship positioning.• Design, collate and prepare event documentation.• Enlist and coordinate support from volunteers, contractors and the wider gymsports community.• In conjunction with key staff and volunteers, develop plans for event communication, health & safety, marketing, public relations, scheduling and volunteers.• Consult and action items highlighted from previous reviews undertaken.

Event Delivery	<ul style="list-style-type: none"> • Provide the key leadership role by establishing a robust communication plan, clear direction, delegation of responsibilities, strategic management and problem-solving (where necessary). • Enlist the expertise of members for technical matters where appropriate. • Manage relationships with dignitaries, venue staff, suppliers, direct reports, staff, community and volunteers. • Creating a strong team and event culture.
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KEY RELATIONSHIPS

- Gymnastics NZ CEO, Operations Manager, Community Sport Manager, Finance Manager, Programme Manager, Relationship Team Manager and Regional Relationship Managers.
- Direct reports (where required)
- Technical Committees (TC)
- Local Organising Committee (LOC)
- Member clubs and individuals
- Funders, sponsors and supporters
- Suppliers
- Volunteers
- General public

Key Attributes

A high level of organisational skill with the ability to be flexible and adaptable when challenges arise.

Outcome orientated with sound project management skills and the ability to manage multiple tasks and deadlines; the ability to develop long term strategic and short term business plans and manage a budget.

A confident decision maker; able to work collaboratively and identify new opportunities and ideas for growth and expansion, the courage to innovate and take measured risks which lead to enhanced organisational performance.

A high level of emotional intelligence and an articulate communicator; skilled in quickly engaging audiences, establishing rapport and developing strong relationships.

SALARY

This salary range will be negotiated based on experience and skill set.

PERFORMANCE REVIEW

Performance reviews will be carried out at six monthly intervals against mutually established performance objectives.