



POSITION DESCRIPTION

POSITION: Events Assistant

POSITION TITLE Events Assistant

TYPE Full-Time, Fixed-Term Contract

MANAGER This position reports to the Events Manager

LOCATION Grafton, Auckland - National Office

ROLE Support the planning and delivery of the 2021 New Zealand Gymnastics Championships.

EMPLOYMENT DURATION 10 May to 8 August 2021

KEY RESPONSIBILITIES

KEY TASKS	PERFORMANCE OUTCOMES
National Championships Support	<ul style="list-style-type: none"> - Support the Events Manager by undertaking planning and delivery tasks as outlined and allocated in the event project plan. - Collation and distribution of event information. - Create and consolidate content for the development of the event programme – in conjunction with the designer. - Engage with the host venue and other contractors/suppliers as required. - Manage the accreditation process. - Coordinate volunteer logistics. - Involvement in event delivery. - Contribute to the event debrief. - Attend the National Championships event as Events Coordinator to provide event delivery from Saturday 17th – Sunday 25th July 2021. Over this period, you will be required to stay at designated accommodation and be available 6:30am – 11:00pm daily.

National Championships Liaison	<ul style="list-style-type: none"> - Act as the main point of contact for provincial coordinators and managers. - Manage the registration process. - Collation and distribution of event information.
General Administration	<ul style="list-style-type: none"> - Undertake general office administration tasks as required.

SKILL SET/

QUALIFICATIONS

- It is preferential to have knowledge and experience in gymnastics, including familiarity with the National Championships event.
- High levels of competency with Microsoft Office suite

KEY

RELATIONSHIPS

- Gymnastics NZ Events Manager, Operations Manager, Communications Manager and Regional Relationship Managers.
- Provincial coordinators and managers
- Technical Committees
- Volunteers
- Member clubs and individuals
- Contractors and suppliers

SALARY

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

Please send applications to events@gymnasticsnz.com

Applications close 21st March at 5pm