

Events & Hosting Coordinator – Fixed Term Contract (March – September 2020)

An exciting opportunity to be part of the team behind “The New Zealand Team”! This role will be integral in ensuring the 2020 Tokyo Olympic Games programme supports the “on field” activity of our athletes by ensuring no surprises or disruptions, while also supporting the delivery of a sensational Olympic Games experience for our partners, philanthropists, supporters, Whanau and friends. Based in Parnell, and reporting to the Events & Brand Activation Manager, you’ll support the NZOC’s Commercial, Events and Brand Team in the planning and delivery of the brand activation and VIP Hosting programme across the 2020 Tokyo Olympics. This will include;

- supporting and assisting with timely and efficient event and hosting communications
- managing the NZOC guest database (Aventri) and providing general administration and coordinating support for Events, Brand and Hosting activity particularly for the NZ Team 2020 Tokyo Olympic programme
- managing the distribution and responses of event invitations, on-going database updates and amendments for all NZOC events
- providing and managing Aventri reporting for the events team
- providing key event collateral data (guest lists, place cards and seating plans)
- drafting and distributing guest communications in partnership with event leads
- supplier and venue liaison
- Other major parts to this role include;
 - general event administration
 - supporting the VIP Hosting Programme Manager with the development and production of VIP itineraries and bespoke experiences, and providing a range of administration support to the wider philanthropy programme
 - Coordinating travel & accommodation & ground transport requirements
 - meeting coordination & minute taking
 - calendar management.

Based at NZOC House in Parnell, you will work Monday – Friday during business hours, however, due to the nature of the work applicants need to be flexible with working hours especially around high demand times. This role is offered as a fixed term contract from early March 2020 through to 30th September 2020.

This role is all about “making it happen” and supporting the team - someone with extraordinary attention to detail, a sense of calm, focus and team commitment will thrive in this role. You need to be happy with taking direction and supporting others in their roles – while also having the ability to step up and self-manage your time and priorities when needed. Great interpersonal skills with an ability to work well under pressure are essential. One to two years’ experience working in a busy coordinating / planning / events role in New Zealand would be an advantage, as would a relevant tertiary qualification and experience using Aventri. Excellent computer skills and previous work experience using databases is required.

Your Referees will describe you as a “must have” employee with a strong work ethic, someone who has impeccable personal integrity with a clear commitment to maintaining professional standards, and who is happiest juggling multiple balls in the air while providing invaluable support to others.

This is a truly special opportunity that will transform your CV. For the person lucky enough to secure this role, you’ll receive a competitive salary and get to work alongside a great team while gaining invaluable experience in a very high profile organisation that really will add significant value to your CV.

The New Zealand Olympic Committee (NZOC) is an independent, charitable organisation responsible for providing support and resources to enable New Zealand athletes to achieve at the highest levels of their sport and to excel at Olympic, Commonwealth and Youth Games. The NZOC is recognised by the International Olympic Committee (IOC) and the Commonwealth Games Federation (CGF) as the

representative body in New Zealand responsible for developing, promoting and protecting the Olympic Movement in this country as well as having responsibility for the selection and organising of New Zealand teams to Olympic, Commonwealth and International Youth Games.

If you've got what it takes, please contact Clare Turner immediately: email ct@redconsultinggroup.co.nz or Tel. 09 623 5521 (ddi).

Applications close on Tuesday, 25th February 2020 @ 9am.