



Event Manager Two Roles Full time

Netball New Zealand, Netball's national sporting organisation, has the responsibility for leading the development of the sport through Poipoia (the Netball in New Zealand strategic plan) Netball has a proud tradition of widespread participation and sporting excellence from grass roots Netball through to the Silver Ferns. Through its role of developing and managing national programmes for participation, coaches, umpires and officials, Netball New Zealand aims for Netball to continue to be the sport of first choice for New Zealanders.

Netball New Zealand works hard to support Netball's five Zones and 83 Netball Centres who deliver the game to its 140,000 registered members and 300,000 plus people who participate in the game annually, in New Zealand.

With a high profile, strong viewership, and love for the game in New Zealand, Netball New Zealand's events and competitions provide the opportunities for kiwis to connect with the game.

In an increasingly vibrant event environment there is an exciting opportunity for two Event Managers to join the Netball NZ Event Team. Reporting to the Head of Events and Competitions, the Event Managers are essential in providing world class delivery of the Netball NZ Event calendar. You will be able to manage all aspects of the operational delivery of our events, including draws, entries, results, team and host liaison, communications, sponsor leverage activities, broadcast and media management and ticketing. Other key tasks include managing awards ceremonies and presentations, hospitality functions, organising travel and accommodation, and providing administration support to the Senior Event Manager and Head of Events and Competitions. This is the ideal role for someone who is well organised, a problem solver, thrives working under pressure, has high attention to detail and genuinely enjoys handling a wide variety of tasks.

To secure this incredible position, you will have a CV that demonstrates sound administration, organisation and computer skills. You will have a reputation as a strong communicator, someone who can quickly develop relationships and deal effectively with multiple stakeholders. You will appreciate being held accountable for what you do and thrive in a team-based work environment

Your referees will describe you as a "must have" employee who is organised, accurate, focused, and hardworking. As well as having a warm and engaging personality with great customer service focus you will be someone who can "make it happen".

Previous event management / coordination experience will be a huge advantage and you will preferably be tertiary qualified.

Given the nature of this role, at various times you will be required to travel within New Zealand to deliver Events.

Have you got the skills and experience we need?

If so, send your detailed C.V to applications@netballnz.co.nz

Applications close at noon on Friday 18 November 2022

Interviews for this role will be held on Thursday 24 November for short listed applicants.

For a copy of the Job Description please email a request to applications@netballnz.co.nz