

Position Description & Intern Advertisement

Position Description:	Events Intern
Reports to:	Events Manager
Location:	Sir Owen G. Glenn National Aquatic Centre 14 Antares Place, Mairangi Bay, Auckland
Position Type:	Intern (1 or 2 days per week plus the events)
Timeline:	July 2021 – January 2022
Events:	2021 NZ Secondary School Swimming Championships (Auckland) – 22-25 July 2021 NZ Short Course Swimming Championships (Auckland) – 17-21 August 2022 NZ Open Water Champs & Epic Swim (Taupo) – 15-16 January

Position Purpose

Swimming New Zealand (SNZ) is the governing body of swimming in New Zealand and is responsible for the development, growth and leadership of the sport from grassroots to high performance. SNZ's vision is "inspiration swimmers, exciting the nation through exceptional results" and our purpose is "to promote and grow swimming for sport, fitness and safety for all Kiwis."

To help it achieve its vision and purpose, SNZ is now seeking an exceptional Events Intern to assist with the coordination and delivery of SNZ's event calendar. Given the nature and timing of SNZ events, evening and weekend work will be required as well as potentially some domestic travel.

Key Accountabilities

1. Event Preparations & Delivery
 - Assist event set-up prior to, during and after SNZ events
 - Have a key role in production and delivering of SNZ events
 - Assist with the delivery of ticketing at SNZ events
 - Assist with the implementation of accreditation at SNZ events
 - Organise and manage opportunities to engage with the community
 - Liaise and assist with key stakeholders part of the event delivery
 - Maximise the opportunities and benefit for our event sponsors/funders to engage with the community
2. Other:
 - Research opportunities for the sport to constantly improve
 - Review and provide feedback on SNZ events

- Undertake any additional duties as directed by the Head of Participation & Events, Event Manager and/or CEO
- Be an active member of the wider SNZ team

General Competencies

1. Team Membership
 - Actively contributes to the collective performance of the SNZ and events team
 - Is a team player – work with, and through, people to achieve results
 - Is a “doer” – shows by personal example an ability to prioritise effort, seeks innovative solutions to problems and achieves results
 - Effectively works with all staff within SNZ
 - Presents a credible image with excellent customer service skills
 - Demonstrates excellent communication skills – both written and verbal
 - Ensures that people are treated with respect in all activities

Person Specification

1. Experience, Skills & Knowledge
 - Strong time management and organisational skills
 - Very good communication skills
 - An ability to work cooperatively within a team
 - Knowledge of MS Word, Excel, PowerPoint software and website packages
 - An eagerness to work in and organise sporting events
 - Evidence of self-motivation and enthusiasm
 - Ability to work independently and unsupervised
 - High quality customer service skills
 - Eagerness to learn

Applications should be emailed to the SNZ Events Manager, Holly Fletcher, at holly@swimming.org.nz and should include a current CV and a maximum one page cover letter outlining why you would be the best candidate for this role.

Applications close at 11.59pm on 19 March 2021