

Position Title	Logistics Match Enhancement
Volunteer Unit	Logistics
Reports to	Match Enhancement Event Manager (MEM)
Position Type	Behind the Scenes
Dates Required Times are TBC closer to the date	Orientation Evening: Wednesday 24 th January 2018, 5.30pm – 8pm Venue Pack In: Tuesday 30 th January – Friday 2 nd February 2018 Tournament Day One: Saturday 3 rd February 2018, 9.00am – 10pm Tournament Day Two: Sunday 4 th February 2018, 9.00am – 10pm Venue Pack Out: Monday 5 th – Wednesday 7 th February 2018

HSBC New Zealand Sevens 2018

New Zealand Rugby has a desire to make the 2018 HSBC NZ Sevens the greatest New Zealand Sevens event ever!

Primary Purpose

Logistics Match Enhancement volunteers are responsible for assisting the Match Enhancement Manger (MEM) on tournament days with staging set up, security for entertainment, and general assistance. They may also assist with venue pack in and pack out where possible.

Key Tasks

- Assisting the MEM with staging requirements
- Security assistance and ushering for entertainment
- Assistance with Costume Catwalk logistics and crowd management
- Pack in and Pack out of supplier's goods required at the stadium for the Tournament
- Any other tasks asked by MEM or Logistics Team Leader when available

Health and Safety

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plan

Key Relationships

Internal

- Logistics team
- Match Enhancement Manager
- Supply and Logistics Manager
- Tournament Management
- Other volunteers

External

- Stadium staff and security
- General public
- Suppliers and contractors
- Runsheet (Match Enhancement company)
- Novotel Hotel

Person Specification

Experience

- Logistics experience
- Good understanding of Match Enhancement within the sports industry
- Working with large crowds

Skills

- Attention to detail
- Problem solving and adaptability
- People skills
- Time management skills
- Good communication skills
- Ability to work as part of a team

Competencies and Attributes

- A structured, organised and proactive “can do” approach
- Positive and enthusiastic
- Strong problem solving skills
- Demonstrates commitment to the organisation and overall tournament.
- Able to build successful working relationships at all levels of an organisation
- Able to work to and meet deadlines and able to reprioritise as necessary
- A willingness to take ownership and be held accountable
- Able to self-manage
- Able to work with a diverse management team
- Able to communicate with all levels of an organisation