

<b>Position Title</b>	Match Enhancement Assistants
<b>Volunteer Unit</b>	Tournament HQ
<b>Reports to</b>	Match Enhancement Event Manager (MEM)
<b>Position Type</b>	Behind the Scenes
<b>Dates Required</b> Times are TBC closer to the date	Orientation Evening: Friday 18 January 2019, 5.30pm – 7.00pm Venue Pack In: Tuesday 22 January – Friday 25 January 2019 (if required) Tournament Day One: Saturday 26 January 2019, 8.00am – 10pm Tournament Day Two: Sunday 27 January 2019, 8.00am – 10pm Venue Pack Out: Monday 28 – Wednesday 30 January 2019 (if required)

### HSBC New Zealand Sevens 2019

New Zealand Rugby has a desire to make the 2019 HSBC NZ Sevens the greatest New Zealand Sevens event ever!

#### Primary Purpose

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

#### Key Tasks

- Assisting the MEM with staging requirements
- Assistance and ushering for entertainers
- Assistance with Match Enhancement logistics and 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
- Workforce 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