

<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 Briefing: Saturday 18 January 2020, 10.00am – 12.00pm Venue Pack In: Wednesday 22 January – Friday 24 January 2020 (if required) Tournament Day One: Saturday 25 January 2020, 8.00am – 10pm Tournament Day Two: Sunday 26 January 2020, 8.00am – 10pm Venue Pack Out: Monday 28 January 2020 (if required)

### HSBC New Zealand Sevens 2020

The 2020 HSBC New Zealand Sevens will be hosted at FMG Stadium Waikato during Auckland Anniversary weekend (25<sup>th</sup> – 26<sup>th</sup> January) and features a new exciting tournament format with 16 Men's and 12 Women's teams.

### Primary Purpose

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

### 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



**HAMILTON**  
**25 – 26 JAN 2020**  
**SEVENS.CO.NZ**

**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