

<b>Position Title</b>	Media - Assistant
<b>Volunteer Unit</b>	Media
<b>Reports to</b>	Media Operations Manager
<b>Position Type</b>	Behind the Scenes
<b>Dates Required</b>	Orientation Evening: Wednesday 24 <sup>th</sup> January 2018, 5.30pm – 8pm
Times are TBC	Tournament Day One: Saturday 3 <sup>rd</sup> February 2018, 9.00am – 10pm
closer to the date	Tournament Day Two: Sunday 4 <sup>th</sup> February 2018, 9.00am – 10pm

### 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

Media Assistants are responsible for assisting the Media Operations Manager in the management of all media components for the duration of the Tournament.

#### Key Tasks

- Assist the Media Operations Manager with the media operations of the Tournament
- Provide administrative support to the Media Operations Manager
- Assist with the interview process for post-match interviews, by communicating with Team Liaison Officers, escorting media to and from interviews, and ensuring interviews are conducted in the designated media space.
- Provide assistance in setting up and packing down media workspaces and ensure the area remains user-friendly for the media throughout the duration of the Tournament
- Assist with social media when required
- Liaise with Media Runners and give guidance when required
- Maintaining a high level of professional dress throughout the Tournament

**Please note: Volunteers are not permitted to speak to media or answer questions of behalf of the Tournament**

#### 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

- Media Operations Manager
- Media volunteer team
- Other volunteers
- Tournament management

##### External

- All Media
- Hour Glass
- World Rugby
- Stadium Staff and Security

#### Person Specification

##### Experience

- Experience with working with media is preferable
- Good understanding of how the Sevens Tournament works
- Have a good knowledge of all media involved and what media are allowed in certain areas

##### Skills

- Good communication skills
- Time management
- Able to deal with difficult situations
- Work as a 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