

Position Title	Media - Assistant
Volunteer Unit	Media
Reports to	Media Operations Manager
Position Type	Behind the Scenes
Dates Required	Orientation Evening: Friday 18 January 2019, 5.30pm – 7.00pm
Times are TBC	Tournament Day One: Saturday 26 January 2019, 8.00am – 10pm
closer to the date	Tournament Day Two: Sunday 27 January 2019, 8.00am – 10pm

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

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
- Workforce Manager
- 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