

Position Title	Media - Assistant
Volunteer Unit	Media
Reports to	Media Operations Manager
Position Type	Behind the Scenes
Dates Required	Orientation Briefing: Saturday 18 January 2020, 10.00am – 12.00pm
Times are TBC	Tournament Day One: Saturday 25 January 2020, 7.30am – 10pm
closer to the date	Tournament Day Two: Sunday 26 January 2020, 7.30am – 10pm

HSBC New Zealand Sevens 2020

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

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 (including, but limited to, document delivery, social media content, general tasks)

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
- Retrieve match information (eg team sheets, results, points) from Ignite / Sunset+Vine and distribute to media centres and HQ runners for distribution
- Keep all media spaces tidy, empty rubbish bins, stock drink fridges and co-ordinate meal delivery to media as 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



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