

Position Title	Media – Runner (x2)
Volunteer Unit	Media
Reports to	Media Operations Manager
Position Type	Behind the Scenes
Dates Required	Orientation Evening: Wednesday 24 th January 2018, 5.30pm – 8pm
Times are TBC	Tournament Day One: Saturday 3 rd February 2018, 9.00am – 10pm
closer to the date	Tournament Day Two: Sunday 4 th 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

The 2 Media Runners are responsible for assisting the media team with documentation delivery, social media content, general tasks for Scoring Media Liaisons, and general upkeep of media spaces.

Key Tasks

- Liaise with HQ for documentation delivery around the stadium
- Assist with Social Media content
- Assist the Scoring Media Liaisons with keeping their space tidy, emptying rubbish bins, ensuring meals are delivered on time
- Assist the Media Assistants as required
- Keeping all media spaces tidy

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

- Mature and responsible
- Good communication skills
- Time management skills
- Able to deal with difficult situations
- Reasonable level of fitness as you are on your feet all day
- Good at taking directions from your Team Leader and working unsupervised
- 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