

Position Title	Media – Runner (x2)
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

The 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 all media spaces tidy, emptying rubbish bins, ensuring meals are delivered on time
- Assist the Media Operations Manager and Media Assistants as required

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

- 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