

<b>Position Title</b>	Media - Scoring Media Liaison (x2)
<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

The 2 x Scoring Media Liaisons are responsible for assisting Hour Glass to distribute the team lists, scratchings, results and ‘fluff’ from Hourglass Vision to Print Media and Broadcast. Hourglass are Competitions Systems Integrators. They manage the flow of information, track every player (Live & In Real Time), design and deliver Broadcast Graphics to the World Feed, drive the Big Screens, Keep Time, Tweet and Post.

#### Key Tasks

- Retrieving match statistics from Hourglass and distribute them to Media and Runners for wider distribution around the Stadium
- Ensuring Media areas have up-to-date game statistics for each match played
- Delegate tasks to the 2 Media Runners

**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

- Hourglass
- Broadcast
- All Media
- 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
- Ability to deal with difficult situations
- Teamwork skills

#### 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