

<b>Position Title</b>	Media - Web Assistant
<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 Web Assistant is responsible for producing and maintaining content for [www.sevens.co.nz](http://www.sevens.co.nz)

#### Key Tasks

- Providing content for [www.sevens.co.nz](http://www.sevens.co.nz) throughout the Tournament with regards to match reports and scores
- Assist Media Operations Manager with general tasks throughout the day.

**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

- Media
- Stadium Staff and Security

#### Person Specification

##### Experience

- Knowledge with website coding and editing
- Experience with working with Media is preferable
- Good understanding of how the Sevens Tournament works

##### Skills

- Good Communication skills
- Attention to detail
- Time Management
- 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