

NZFRS ARTISTIC ROLLER SPORTS COMMITTEE

JOB DESCRIPTION

Events Manager

Responsible to

The Events Manager is responsible directly to the Chairperson of NZFRS Artistic Roller Sports Committee and the Committee Members.

Responsibilities and Duties:

- Attend and participate in NZFRS Artistic Roller Sports Committee meetings
- Respond and contribute to discussions and decisions of the NZFRS Artistic Roller Sports Committee
- Coordinate with Officials, Skate NZ, Artistic Committee and Venue Staff
- Produce Health and Safety plans for Venues and New Zealand Events
- Available to support clubs in event organizing
- Arrange VIP functions for opening ceremony
- Manage Event Setup, Pack down and Follow-ups
- Manage venue hire contracts for Skating Rinks and Closing functions
- Organise Closing Functions for Premier Championship events
- Establish and maintain Standardised event procedures
- Build and adhere to an event budget to avoid project overruns
- Track event key performance areas and identify items to work on for future events
- Act in a professional manner at all times and maintain confidentiality in accordance with NZFRS policy and the privacy act
- Manage, from start to finish, Events run by NZ Artistic Committee

Knowledge and Skills Required

- Up to date understanding of artistic roller sports, RollArt and current World Skate rules
- Understanding of RollArt panel set up
- Administration and communication skills
- Willing to work collaboratively with officials and Committee's from New Zealand and overseas
- Enthusiastic and passionate about fostering a life-long love of the sport
- People management
- Capable of working with internal and external teams and partners
- Experience coordinating large-scale events an advantage
- Ability to Multitask, solve problems and work under pressure

Eligibility:

- Current paid up member of NZFRS – Skate New Zealand
- Involved in the sport of Artistic Roller Skating

This position is Voluntary with reimbursement of reasonable costs involved i.e. travel, stationery etc