

SCHEDULE A
Schedule of Services - POSITION DESCRIPTION

The Contractor shall provide the following Services:

Position Title:	Tactix Event Manager
GL Costing code:	NLNZ 6-6200-20-45-2750-10, Phone allowance NLNZ 6-1565-20-40-1000-10

Work Area:	Mainland Region	Reports to:	General Manager, Tactix
Primary Location/s:	Christchurch (work from home)		
Employment Status:	Fixed Term Contract commencing 1 January 2025 until 31 August 2025. Estimated - Up to 20 hours per week in the off season (January – March & August), up to thirty hours per week in season (May to July) except for a home match where the hours may be up to 35 hours in the week of the match.		

Primary Purpose of Position	
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KPI's	
KPI's	<ul style="list-style-type: none"> • Successfully deliver engaging and entertaining events that people want to attend • Successfully deliver all benefits and services related to the partners and partners of the events • Deliver events within budget and to targeted ticket sales • Deliver to the requirements, standards, and expectations of ANZ Premiership competitions in accordance with the Competition and Commercial Manuals

Responsibilities & Measures	
Key Accountabilities	Critical Factors
Event Management	<ul style="list-style-type: none"> • Work with the Tactix General Manager to understand and manage venue contracts, seating plans and signage plans • Carry out tasks in accordance with the ANZP Event Manual including creation of match run-sheets and MC scripts. • Understand, with support from venue staff, venue requirements to ensure events can be delivered to a high standard and safely • End to end responsibility for the management and delivery of foyer activation at all ANZP home games • Recruit and manage pack in day and game day workforce to assist with set-up, match delivery, and pack down • Work with venues to understand hospitality opportunities available and look to maximize these • Allocate and manage with the venue staff the match day hospitality for partners and other hospitality guests • With the Tactix GM, Assistant Event Manager and event contractors create a fan-centric event experience including pre-game and ½ time entertainment elements. • Ensure all partner and event related benefits and equipment are met, according to approved plans • Liaise with NNZ and broadcast partner as required to meet match play timings and delivery • Work with Tactix and visiting Team Managers on any team requirements for home matches including ticketing, game day scheduling and changing room requirements • Work with Tactix GM, Mainland Relationship Manager and Netball Community in the region on community engagement within the events
Ticketing	<ul style="list-style-type: none"> • Support the GM with the creation of membership packages, including pricing and benefits, ensuring that this are structured in a way that looks to increase membership • Support the GM with the ticketing build for all five home matches and any pre-season matches, including membership and court-side hospitality • Work with the Tactix GM and marketing services to create the look and feel of all membership packages and ticketing • Lead the implementation of the membership sign up process and communication strategy • Work with Tactix GM, and the marketing and media services to ensure promotion, advertising and marketing campaigns are appropriate to each event and meet crowd attendance and financial objectives. • Lead the day-to-day relationship with ticketing agencies to ensure ticketing needs of all events are met including updates of ticket sales • Ensure Tactix and Visiting Teams receive required tickets and accreditation
Commercial and Merchandise	<ul style="list-style-type: none"> • Work with the Tactix GM to ensure all partners receive their contractual benefits including tickets and hospitality, signage, and MC partner scripting.

	<ul style="list-style-type: none"> • Liaise directly with partners on static and digital signage requirements • Work with the Tactix GM and partners and suppliers to maximise event outcomes • Specifically, to work closely with any Match Day Partner to deliver the particulars of their contract. • Work with NNZ Commercial Team around delivery of in-game partner activations. • Work with Tactix apparel supplier to ensure needs are met for merchandise sales at the venues. • Provide accurate and up to date information to the commercial asset schedule • Identify opportunities to heighten relationship engagement with partners • Work with the Tactix GM on the concept creation of Money Can't Buy Experiences (MCBE's) and be the lead for the execution of these assets owned by partners
Health and Safety	<ul style="list-style-type: none"> • Understand the laws and regulations that apply to events and ensure that obligations are met accordingly. • Be responsible for the reporting of any Health and Safety related incidents to the Tactix GM in a timely manner • Develop a risk management plan for the season and identify venue specific risks that identify potential risks and the action required to minimize them. • Responsibility for briefing and sharing of risk management documentation with all parties e.g. venue, workforce, contractors, teams etc.
Financial Management	<ul style="list-style-type: none"> • Be responsible for the accurate management and tracking of the event budget (for all event activities) and provide regular updates to Tactix GM. • Present invoices and revenue reconciliations in a timely manner for payment and receipt to NNZ and Tactix GM.
Strategy and Planning	<ul style="list-style-type: none"> • Provide an accurate, timely and relevant internal review of Tactix events including a report after each event which includes any Health and Safety incidents • Meet all reporting requirements in a timely manner as required by NNZ and Tactix GM. • Develop and continually review event management procedures, templates, and systems (including checklists, accreditation systems etc.) • Proactively share learnings with others to enhance event experience and delivery • Maintain awareness of new developments in Event Management. • Encourage and actively promote a culture of accountability and innovative thinking among all key responsibility groups and other sectors of the Tactix.

Key Relationships	
Internal	External
<ul style="list-style-type: none"> • Tactix General Manager • Tactix Marketing Services • Tactix Media Services including photographer/s. • Tactix Team Manager • Tactix Team management and players • Event services personnel e.g. Monstavision • Tactix workforce 	<ul style="list-style-type: none"> • Venue Staff • Ticketing Agencies • Other ANZP Team personnel • NNZ staff sectors • Partners and Suppliers • Broadcast providers • Media providers • Netball Centres

Staff Reporting	
Paid	Volunteer
<ul style="list-style-type: none"> • Contracted Event Support where applicable 	<ul style="list-style-type: none"> • Event workforce

Delegation of Authority	
Nil	

Core Competencies, Skills & Qualifications/Experience	
Competency	Descriptors
Specialist Knowledge & Experience	<ul style="list-style-type: none"> • Proven success in similar event management role and/or identifiable experience • Tertiary qualification in Sports Management, Event Management and/or marketing and partnership is desirable. • Experience with delivering live broadcast events is desirable • Strong relationship management skills and ability to work with a diverse range of stakeholders by sharing relevant information and identifying and dealing with issues quickly and effectively. • Excellent computer skills
Leadership & Strategic Ability	<ul style="list-style-type: none"> • Strong people management skills that generate mutual respect and trust • Confident, decisive, and objective with experience of making sound decisions especially under pressure. • Strong sense of accountability and desire to deliver against goals. • Comfortable giving and receiving constructive feedback to enhance outcomes. • Provide appropriate, innovative, and effective recommendations with the outcomes of achieving better event management. • Skilled at determining important issues, prioritising and multi-tasking
Business & Commercial Acumen	<ul style="list-style-type: none"> • Experience in working with partners and an understanding of the importance of these relationships

Communication & Interpersonal Skills	<ul style="list-style-type: none"> • Conveys credibility, ensuring “buy in” from a diverse range of stakeholders. • Exceptional oral skills, clear, concise, effective, and persuasive • Communicates openly and honestly in any situation. • Quickly establishes and maintains rapport and effective relationships at all levels, with both internal and external stakeholders. • Is dedicated, highly motivated, enthusiastic, and considerate at all times. • Collaborates well, voluntarily sharing appropriate information across all levels and. Is someone that thrives in a team environment. • Maintains professionalism, empathy and understanding at all times. • Highly adaptable and flexible, coping well with continual change and tight deadlines
Empathy & Passion for Sport	<ul style="list-style-type: none"> • Appreciates the finer point of participating and competition. • Makes decisions with the best interests of sport in mind. • Have a good knowledge of sport in general and netball in particular

Other	
<ul style="list-style-type: none"> • Given the demands of this role, and the nature of working in sport, work outside standard working hours will be required in the evening and weekends. • In this role travel is expected to support events held outside Christchurch. • The intent of this position description is to provide a summary of the major duties and responsibilities performed by staff in this role. Staff members may be requested to perform job related tasks other than those specified. • This position description is subject to review from time to time. 	