

EVENTS COORDINATOR

About Basketball New Zealand

A rare and exciting opportunity to step into the sport industry has arisen at Basketball New Zealand.

This is an exciting time for basketball. Basketball is New Zealand's fastest growing major sport. Our national teams are playing more frequently than ever before and our recent inclusion in the FIBA Asia Zone sees Basketball New Zealand with more international presence than ever before. The local leagues, competitions and tournaments are getting bigger each year. Participation numbers are through the roof and more sponsors are looking to basketball to help their cause.

To help with this growth, Basketball New Zealand is seeking 3 x Events Coordinators for their Events Team.

Position and Role Summary

The role will primarily provide effective and efficient administration and operational support related to the delivery of Basketball New Zealand Events programme.

This role is one of three positions that sits within the Events Team. The Events Team delivers tournaments, leagues, 3X3 programmes and international and domestic events. This includes but is not limited to the BBNZ Annual Awards, FIBA sanctioned, and non-FIBA sanctioned international events.

This is a full time position based in Wellington.

The Role Will Include

- Assisting with the creation of the Events Team calendar
- Delivering Event logistics
- Production and distribution of Event entry criteria
- Preparation and distribution of fair and equitable draws
- Arranging travel, accommodation and liaising with suppliers for Event resources, all within the confines of an approved budget
- Attending agreed Events and deliver on the ground support and management
- Using the approved online databases and competition management systems for all Events
- Familiarising yourself with the Basketball New Zealand Regulations
- Keeping the Events section of the website updated
- Survey creation, distribution, and collation post events
- First point of call for all Event inquiries

Your Team

- BBNZ is a small team and at times our projects need 'all hands to the pump', which means you will be self-motivated and eagerly pitch-in to help.
- This role reports to the Tournaments Manager/Events Manager and works closely with the rest of the team at Basketball New Zealand.

Experience and Qualifications

Ideally you will have an event coordination background, or previous experience in this area.

Key Skills

- Experience in sport administration and the delivery of competitions or events.
- Outstanding customer focus and a commitment to quality.
- A high level of organisational, time management and prioritising skills.
- Excellent written and oral communication skills.



- Strong interpersonal skills with the ability to build relationships with people at all levels.
- Excellent computer skills (Microsoft office suite) and an understanding of databases.
- A flexible, positive attitude to operate in a changing work environment

Application

To apply send your CV and a cover letter on why you are a great fit for this role. Applications close Thursday 8 July 2021. Applications and further enquiries can be emailed to jobs@nz.basketball.