

Job Description – Events Manager

Position This job description covers the responsibilities and duties of entré's Events Manager

Context Entré is a student-run society and charity that seeks to generate entrepreneurial thought, and ultimately business ventures, from students of the University of Canterbury & Ara. The principal stakeholders in entré are the University of Canterbury, staff and students of the University of Canterbury, sponsors and local industry.

The Executive is elected from within the student body of University of Canterbury, Lincoln University & Ara Institute of Canterbury. The CEO, COO & CFO are recruited by the Advisory Board Chairman, Director of UCE, outgoing CEO & COO, platinum sponsors and the UCE Co-ordinator, with the remainder of the Executive appointed by an entré selection panel. Additional Executive members may also be co-opted when additional skills and expertise are required to replace Executive members.

Eligibility Criteria

- Applicants must be a student enrolled and studying towards a degree or diploma at the University of Canterbury or Ara, at the time of submitting an application, with a course load of at least 0.25 EFTS (i.e. 30 points). This course load must be maintained for Semester 1 and 2 of the year that they are on the Executive.
 - Recommendation that members of the entré Executive are not on any other club executive/committee's due to the workload and to ensure commitment to entré.
 - The role will be subject to a 90-day trial period – for the Events Manager the trial period commences on 1 February.
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Role

Reports to:	COO
Responsible to:	CEO & COO
Direct reports:	Events Associate

The role of the Events Manager is to plan and implement all of entré's events. It is a key role, working with the COO, CFO, Marketing Manager, Competitions Manager, Start-Up Challenge Manager, Events Associate, Ara Manager, the UCE Co-ordinator and external suppliers.

Key Qualities

Key qualities required of the person for this role are:

- Commitment to entré
 - Vision and creativity
 - Strategic planner
 - Have a 'can do' attitude
 - Clear communicator
 - Attention to detail
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Key Skills

The key skills required by the Events Manager are:

- Project management skills
 - Highly organised
 - Ability to work within budget constraints and get creative when funds are limited
 - Ability to set and follow up on deadlines
 - Communication skills
 - Works well under pressure
 - Delegation skills
 - Ability to build relationships with suppliers
 - Ability to balance the needs of students vs the needs of sponsors at all events
 - Ability to correctly cater for a target audience
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Key Duties

Key duties that are part of this role include (but are not limited to):

- Plan (well in advance of event dates), oversee and attend all entré events, including:
 - Clubs Day (term 1)
 - Grand Launch (term 1)
 - Sponsors' Events (throughout the year)
 - End of year entre Ceremony (term 4)
- Duties to do with event planning include:
 - Submitting quotes/cost breakdown to CFO for approval
 - Planning events within a budget set by the CEO & CFO

- Sourcing venues (well in advance), catering, glass hire, alcohol (also being aware of legislation in place and working around this), entertainment, equipment, decorations, security and audio visual requirements
- Write event plans for all events
- Coordination of the entré Executive during events and service providers
- Produce accurate and timely post-event reports
- Assist with other portfolios during quieter times
- Manage the Events Associate and delegate tasks as required
- Facilitate & build strong relationships with suppliers (such as caterers, venue & equipment providers)
- Work with the HR Manager to complete required Health & Safety requirements and documentation for events
- Commitment to entré's Health & Safety policies and practices and report any incidents to the HR Manager
- Attend weekly team meetings
- Work with the incoming team member and the UCE Co-ordinator to ensure a smooth hand over period and effect transfer of knowledge and information