

Job Description – Events Associate

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

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 Associate the trial period commences on 1 February.
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Role Reports to: Events Manager
Responsible to: Events Manager, COO

The role of the Events Associate is to assist the Events Manager with the planning and implement all of entré's key events as well as providing administrative support for events.

Key Qualities

Key qualities required of the person for this role are:

- Commitment to entré
 - Vision and creativity
 - Highly organised
 - Possess a 'can do' attitude
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Key Skills

The key skills required by the Events Associate are:

- Team player
 - Highly organized
 - Administrative & written communication skills
 - Ability to work within budget constraints and get creative when funds are limited
 - Have the ability to set and follow up on deadlines
 - Ability to work under pressure
 - Attention to detail
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Key Duties

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

- Assist the Events Manager with 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)
- Provide event administration for all of entré's events as directed, including sending out invitations to guests, managing RSVP's and printing name badges
- Commitment to entré's Health & Safety policies and practices, complete documentation (where required) 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