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# Job Description – NZIOB Events Manager

Position title: Events Manager  
Commencement date: November 2021  
Employment type: Full-time  
Location: Wellington CBD

## 1. Reporting Relationships

- Reporting to the NZIOB Chief Executive Officer (CEO)
- Key relationships with:
  - NZIOB Operations Manager
  - NZIOB Membership and Events Coordinator
  - NZIOB Financial Controller
  - NZIOB Regional Committee Chairs
  - NZIOB Regional Events Committees

## 2. Purpose of the Position

The purpose is to plan and execute both Regional and National events (including webinars) throughout the year. You will also be expected to support the National Office with other day-to-day projects, such as IT and website maintenance.

## 3. Key Attributes of the Position

- High energy
- Professionalism
- A desire to produce excellence
- Efficiency and effectiveness
- A proactive approach
- High-level organisational skills
- Outstanding communication skills
- IT-savvy: A key component of the role is the ongoing maintenance of the NZIOB's websites, Content Management System (CMS), and Client Relationship Management (CRM) system



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## 4. Key Responsibilities

### a) Regional and Event Management

You will be responsible for the planning and execution of all Regional NZIOB Events

- Regular communication with Regional Committee's to come up with new event ideas
- Constant support for Regional Committees
- Ensuring a comprehensive event check list is up to date
- Produce event marketing collateral and promote via the NZIOB databases and social media platforms
- Use NZIOB's online event system to set up future events and monitor registrations
- Contacting sponsors regarding support for events
- Planning and implementing events throughout the year (including webinars via NZIOB's Zoom platform)
- Providing on the day support at the event (where possible)
- Post-event follow-up: send thank you letters, and production of event summaries (including photos/video) for the NZIOB website and social media platforms.

### b) National Event Management

You will be responsible for the planning and execution of majority of the National events throughout the year (excluding the NZ Building Industry Awards)

- Regular communication with event steering committees – including setting up meetings and taking minutes
- Regular communication with sponsors and ensuring their needs are met
- Produce event marketing collateral and promote via the NZIOB databases and social media platforms
- Use NZIOB's online event system to set up future events and monitor registrations
- Ensuring a comprehensive event check list is up to date
- Providing on the day support at the event (where possible)
- Post-event follow-up: send thank you letters, produce event summaries (including photos/video) for the NZIOB website and posting on the Institute's social media platforms.

### c) IT/Website Maintenance and National Office Support

You will be expected to assist the NZIOB Operations Manager and CEO where needed, specifically:

- Assist CEO and Operations Manager with major projects
- Assist with any IT projects that arise
- Assist with the ongoing management/maintenance of the NZIOB website



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## 5. Qualifications

It is envisaged that the applicant will:

- Hold a bachelor's degree in a field that has some relationship to either the skill-sets required of the role or the construction/property sectors. It is desirable that the applicant have not less than five years post-graduate work experience, or:
- Can point to a proven track-record as an Events Coordinator or Office Manager with highly developed communication, website maintenance, and event management skills.

## 6. Remuneration

The remuneration package provided will be commensurate with the qualifications, skills, knowledge, and experience of the applicant. The NZIOB is an equal opportunity employer.