



Position Description

Operations and Events
Manager,
Canterbury Cricket.

May 2021



Operations and Events Manager, Canterbury Cricket	
Position Details	
Reports to: CEO	Positions Reporting to this Position: Cricket Operations Coordinator, Events Intern Location: Canterbury Cricket offices, Christchurch

Organisation Environment

Cricket's vision is to be a game for all New Zealanders, a game for life.

We are responsible for delivering this vision in Canterbury.

Our strategy to do so has three pillars:

1. Strong governance and leadership - advancing our game;
2. Sustainable growth - outstanding amateur and grassroots development; and
3. Great players - sustainable excellence.

Canterbury Cricket manages all Canterbury's professional cricket teams including the Canterbury Men's, Canterbury Magicians and Canterbury Kings teams. We also manage all Canterbury's talent pathways, male and female, and oversee all grassroots cricket participation in the region.

Organisational Culture

Canterbury Cricket is a leader. Our purpose is to inspire through our game and we lead by displaying courage, respect and integrity. We are committed to nurturing our culture to maintain core values of professionalism and personality; diversity and inclusivity; achievement and merit; informality and light heartedness; and energetic and entrepreneurial. Our Senior Leadership Team and staff are skilled and experienced and empowered to be proactive and take the lead on their ideas.

We endeavour to fail fast, fix fast and learn fast.

We value community, hard work and diversity, and believe that anything is possible with the right attitude, effort and skill.

Primary Purpose of the Position

- To oversee and lead the Operations and Events requirements for Canterbury Cricket.
- Ensure that all Canterbury Cricket events are well run, well organised and fulfil all Health and Safety, Planning, Licensing and resource consent requirements.
- Develop a close relationship with all our stakeholders and suppliers including (but not limited to), New Zealand Cricket, Christchurch City Council, Christchurch NZ, Venues Outautahi, Canterbury Cricket Trust and third party suppliers.
- Deliver outstanding events and experiences for players, partners and spectators.

Position Description:
Events and Operations Manager.



Key Challenges

- To ensure compliance across all Canterbury Cricket events and operations.
- Plan and deliver domestic and International matchdays
- Plan and implement any Canterbury Cricket Events throughout the year e.g End of Season Awards, Locker Room events, Hospitality whilst working with the Digital Marketing Executive to promote these activities.
- Ensure every CCA event provides a great customer experience.

Key Responsibilities

Key Responsibility Areas	Key Tasks
Community and Domestic Matchday Operations	<ul style="list-style-type: none"> • Oversee the operations required for all forms of domestic cricket during the season. • Manage the event operations at relevant matches (normally Super Smash fixtures) including, but not limited to – Resource consent requirements, TTMPs, licensing, etc. • Organising infrastructure requirements e.g. fencing, lights, generators, scoreboards, etc. • Organise external vendors, permits and Event & Operations Health and Safety paperwork. • Liaise with suppliers to organise team requirements including training schedules, catering, refreshments. • Make relevant bookings with Christchurch City Council, Mainpower Oval, schools and clubs. • Be the point of contact for all forms of broadcast.
International Matchday Operations	<ul style="list-style-type: none"> • Be the point of contact and work alongside New Zealand Cricket to help facilitate all matchday requirements. • Work with stakeholders, including Christchurch City Council, Christchurch NZ, Venues Otautahi to ensure smooth running of the fixtures. • Work with the Cricket Operations Coordinator to ensure all training requirements, net bowlers and staffing requirements are fulfilled.
Hospitality Operations	<ul style="list-style-type: none"> • Working with Marketing Executive to manage all Hospitality requirements for CCA including liaising with suppliers (infrastructure, Food & Beverage). • Ensure delivery of all hospitality passes and tickets in good time for each Hospitality Event. • Oversee set up on matchday, ground signage and staffing requirements for each event.
CCA Event Management	<ul style="list-style-type: none"> • Be the lead on all CCA events including but not limited to Locker Room networking events, CCA Awards Evening, Partners events and Staff events. • Project manage all Super Smash fixtures. (I.e Event planning, matchday run sheet, PA, Sound, staffing, activations). • Work with the Marketing Executive to support commercial activations at Super Smash fixtures.
Budget	<ul style="list-style-type: none"> • Work within agreed budgets • Manage the contra relationship with Coca-Cola • Control the cricket ball stock, issuing of stock including stocktake at the end of the season.
Office Administration	<ul style="list-style-type: none"> • Ensure the Office Operations run smoothly including pool cars, cleaning, photocopying requirements. • Be a point of contact for Life Members.
Relationships	<ul style="list-style-type: none"> • Maintain and grow existing relationships with New Zealand Cricket, CCA and other cricket administrations • Build relationships with external stakeholders



Work Experience

- Ideally 5+ year's experience and success in a similar role
- Proven success running and managing events.
- Experience in working in a fast, diverse organisation showcasing ability to project manage several projects at once.
- A solid understanding of the internal workings of a sporting organisation would be preferred.

Knowledge, Skills and Experience

- Knowledge of running and executing events.
- Able to manage multiple projects, with excellent time and project management skills meeting pressing deadlines
- Negotiation skills
- Excellent Relationship management skills
- Strong attention to detail
- Ability to adapt to changing environments.
- Able to work autonomously and within a team
- Management of staff

Qualifications

- Relevant qualifications in Event or Project Management. Occupational Health and Safety knowledge would be highly desirable
- Must be legally entitled to live and work in New Zealand (required)
- Full New Zealand Drivers licence (required)

Personal Attributes

- Energetic and creative individual looking at pushing the boundaries and creating new ideas
- A knowledge of sport and particularly cricket would be preferred.
- Personal alignment with the Canterbury Cricket culture and purpose
- Flexible working hours where required.
- Good planning and organisational skills as the season can get very hectic with multiple tasks running concurrently.
- A desire to learn and develop in a fast paced, ever changing environment.

Key Working Relationships

- Canterbury Cricket's Senior Leadership Team, marketing team, other staff and players
- Canterbury Cricket Member Associations
- New Zealand Cricket, Venues Outautahi, Christchurch City Council.
- External suppliers and stake holders.
- Sporting & community partners