



Role Title:	ASB Classic Event Manager
Role Type:	Fixed-Term/Independent Contractor/Contacted Supplier
Term:	20 June 2022 – 17 February 2023 (8 months/35 weeks)
Reports to:	Tournament Director
Direct reports:	Nil
Key relationships:	Ticketing agent, event contractors, volunteers, ASB Classic suppliers and Tennis Auckland staff

About ASB Classic: Tennis New Zealand and Tennis Auckland are responsible for delivering the ASB Classic. The ASB Classic is New Zealand's premier annual sporting event combining the best of international tennis with music, food, fashion and entertainment across two weeks in January. The ASB Classic aims to attract a high achiever to join their Tournament team which has been recognised as the Best International Event on the WTA tour on multiple occasions in the last ten years.

Role purpose: This broad role will touch on all elements of running a large scale international event such as the ASB Classic. The Event Manager will provide support across the core areas of the event marketing and operations teams. Specifically, the Event Manager will be responsible for the venue presentation, ticketing and access control, key suppliers, volunteer team coordination, sustainability and general logistics.

The role will suit someone who thrives in the fast pace world of Events. A self-starter with a high work rate, attention to detail with a creative and collaborative approach. Someone who likes getting stuck in and seeing the event come to life.

Key responsibilities:	Deliverables/outcomes:
Event Management	<ul style="list-style-type: none"> • Maintain the ASB Classic's status as a world class experience for both spectators and players • Ensure all contractors and suppliers provide their services in line with Tennis New Zealand's & Tennis Auckland's goal of delivering two world class tennis tournaments • Create and maintain an event manual for the ASB Classic • Liaise with the Comms & Marketing Manager and Sponsorship Executive to plan and execute the relevant stakeholder and tournament functions, including volunteer inductions, sponsor forums, launch functions, player parties, media announcements and other tournament specific events • Get 'hands on' and pick up a range of operational tasks when necessary
Operations and logistics	<ul style="list-style-type: none"> • Day to day account management of selected key suppliers, including the contract Event Security Agency, Host Broadcaster, Live Scoring and Line Calling • Stock management and procurement for tournament inventory • Liaise with the Comms & Marketing Manager and Sponsorship Executive to facilitate tournament partners activation requirements • Develop, execute and manage the tournament Sustainability Plan • Liaise with the Event Build Manager to assist with general operations and logistical set up
Technology, Communications & IT	<ul style="list-style-type: none"> • Liaise with various departments and partners to ascertain IT and communications requirements and implement accordingly • Oversee the delivery of the tournaments technology requirements • Manage the venue audio requirements
Access control and ticketing	<ul style="list-style-type: none"> • Implement the access control strategies including the management of accreditation and venue security • Deliver operational and infrastructure requirements for all ticketing and hospitality on site • Manage the ticket production and distribution • Working with the Marketing and Commercial team to coordinate special access to deliver contractual benefits for sponsors and key tournament functions such as Player Parties, Ladies that Lunch and themed days (Kids Day, Clubs Day etc.)
Player Services	<ul style="list-style-type: none"> • Management of the Player Services department • Work with the Tours and Players to facilitate their accommodation and transport requirements in the lead up to, during and after the tournaments
Volunteer and Special team management	<ul style="list-style-type: none"> • Coordinate the recruitment and retention of volunteers and manage the volunteer programme inclusive of pre and post event functions and the delivery of requirements during Event time • Working with the ball kid coordinator and tournament Chief of Officials, manage the ball kid recruitment and training programme and facilitate requirements during Tournament time • Work with other special teams to deliver their on-site requirements

<p>Leadership</p> <p>Personal skills:</p>	<ul style="list-style-type: none"> • Contribute to the decision making processes that determine the strategic direction of the organisation • Identify and recommend operational and logistical improvements • Provide support to wider business when requested
<p>Knowledge and experience</p>	<ul style="list-style-type: none"> • Highly organised with a high level of attention to detail • Well rounded event and project management experience • Ability to be flexible and have a problem solving approach • Understanding of the event industry and best practices • An understanding of tennis would be advantageous
<p>Personal attributes</p>	<ul style="list-style-type: none"> • Proactive with a positive attitude and the ability to manage demanding situations with a positive disposition and a practical, strategic approach • Strong interpersonal skills to develop and manage relationships with key stakeholders • A self-starter with strong work ethic and an ability to prioritise competing work demands • Flexible and adaptable to accept new innovations and methodologies • Ability to work independently and as part of a team • Display a high level of personal integrity and pride in their work, be motivated and willing to learn, accurate, honest, reliable and display initiative and able to work unsupervised • Display organized work practices and a planned approach to task execution • A keen interest in the game of tennis
<p>Qualifications</p>	<ul style="list-style-type: none"> • Relevant tertiary education would be advantageous • Full Driver License • Must be legally entitled to work in New Zealand