

Your Position

Your job	Event Crew Rōpū Whakahaere Huihuinga
Your group	Community & Partnerships
Your team	Recreation
Your manager	Venue Services Manager, Keith Tahere
Your base	Porirua

What's most important to us

Porirua City is our place. A great place to live, work and raise a family. We want everyone to feel welcome, whether they are visiting, living or working here.

Our strategic priorities are to:

- Commit to the health of Te Awarua-o-Porirua Harbour and its catchment through investment, advocacy and regulation
- Build towards a low carbon city and proactively address the challenges of climate change
- Create thriving communities where everyone can be safe and healthy – at home, work or play
- Keep tamariki and rangatahi at the heart of our city

How we work together:

- Whakakotahi - Team up
Mā te mahi tahi e puta ai he hua ki tō tātou hapori
Together we make a difference for our community
- Mahi Atamai - Work smart
Ka whakapātari i a tātou anō kia pai ake ai ngā hua
We challenge ourselves to do things better
- Whakatinanatia - Make it happen
Mā te whakapeto ngoi, me ngā pūkenga e tutuki ai ngā whāinga
We use our energy and skills to get things done

Your team's purpose

Community & Partnerships purpose is to:

- lead Council's strategic initiatives that support and manage business and commercial growth
- strengthen strategic relationship management for Council and maintain oversight of the partnership with Ngāti Toa Rangatira
- lead the Council's partnership approach with key stakeholders and community groups
- deliver community services, including library, recreation and cultural services
- coordinate and promote the democratic processes of the Council.

Your purpose

The Event Crew's role is to:

- assist in the set up and take down of all equipment within Te Rauparaha Arena while ensuring an outstanding level of professionalism, customer service and satisfaction is achieved through an efficient and friendly service.

Who you'll be working with

Your direct reports	<ul style="list-style-type: none">• None
Your indirect reports	<ul style="list-style-type: none">• None
External people and groups	<ul style="list-style-type: none">• Event organisers and attendees• Members of the public and community organisations• Contractors, consultants and suppliers
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none">• To set up and take down facilities as required for all bookings and events• Follow through instructions from supervisors• Interaction with customers and providing excellent customer service to meet their requirements for programmes and events.• Cleaning of function and storage spaces• Movement and relocation of equipment and supplies ensuring all health and safety guidelines are followed• Monitor, maintain and report condition of all equipment• Operate equipment ensuring all procedures are adhered to• Assist other areas as necessary
Relationship Management	<ul style="list-style-type: none">• Establish and maintain close working relationships with internal and external stakeholders, ensuring that relationships with key stakeholders are professional, positive and constructive

Corporate Responsibilities	<ul style="list-style-type: none"> • Build commitment of our vision, strategic directions, values and services • Willingly undertake any duty required within the context of the position • Adhere to our Code of Conduct • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event
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Your skills, experience and qualifications

It's essential that you have:	<ul style="list-style-type: none"> • Proven experience in the set up and safe movement of equipment for events • Ability to work within a team and also individually • Hardworking and keeps to deadlines • Excellent communication skills • Takes pride in their work • Ability to maintain and improve knowledge of equipment • Flexible and approachable • Able to meet the physical requirements of the role • Current New Zealand drivers licence • Understanding and commitment to health and safety in the workplace • Understanding and commitment to diverse workplaces • Understanding and commitment to the Treaty of Waitangi and bicultural issues
It'd be great if you also have:	<ul style="list-style-type: none"> • Highly motivated • Excellence in presentation of set ups • Effectively develop and maintain good client relationships

Last updated February 2024



Porirua City Council supports an inclusive and welcoming environment and is a member of Diversity Works.