

Your Position

Your job	Senior Event Crew Rōpū Whakahaere Huihuinga (Matua)
Your group	Community & Partnerships
Your team	Recreation Porirua
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

Your purpose

The purpose of the Senior Set Up Crew position is to:

- plan and complete the set up and take down of all equipment within Te Rauparaha Arena;
- co-ordinate with event organisers in the staging of events;
- ensure all health and safety procedures are followed by events staff and contractors;
- ensure 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">• casual/part time staff (facility staff, ticketing staff, cleaners and ushers)
External people and groups	<ul style="list-style-type: none">• Government, public organisations and business• Members of the public and community organisations• Tourism industry• Ngāti Toa Rangatira• Other local authorities• Contractors, consultants and suppliers• Industry groups
Internal people and groups	<ul style="list-style-type: none">• Executive Leadership Team, managers and staff at all levels of the organisation• Mayor, Councillors, Council and Council committees

Your responsibilities

What you'll do	How you'll do it
Operational Delivery	<ul style="list-style-type: none"> • Meet and liaise with event organisers to assist in delivery of events as determined by the Venue Services Manager • Oversee contractors pack in, operation and pack out for events • To set up and take down facilities as required for all bookings, programmes and events within the Arena • Interaction and servicing of customer needs including responding to escalated customer queries and disputes • 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 including that only trained staff operate machinery • Supervision of contractors and customers during set up and event time • Responsible for scheduling of casual staff • Responsible for managing escalated hazards and emergencies and to take a lead role in facility emergencies • Closing of the facility after the end of events • Cleaning of function and storage spaces • Assist other areas as necessary • Undertake civil defence and emergency management tasks as directed including participation in pre-event training and rostered duties during an emergency event
Relationship Management	<ul style="list-style-type: none"> • Establish and maintain relationships with key stakeholders and business and industry groups • 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

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• Excellent communication skills• Effectively develop and maintain strong client relationships• Good knowledge of health and safety requirements in the workplace• Takes pride in their work• Ability to maintain and improve knowledge of equipment• Able to meet the physical requirements of the role• Current first aid certificate• Current forklift and/or working at height qualifications• Full drivers licence• Able to work evenings and weekends• 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">• Have or working towards Skills Active Entertainment and Event Venues qualification• Excellence in presentation of set ups

Last updated June 2023



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