

Major Events Coordinator

Reports to: Head of Major Events

Direct Reports: Nil

Team: Visitor Economy

Date: September 2025

Role Purpose

This role provides essential administrative and coordination support to the Major Events team by helping with admin tasks, organising meetings, and keeping things running smoothly. It helps manage event tickets and hosting requirements, prepares run-sheets and MC notes, supports communication with city partners, and assists with funding applications. The role also helps prepare presentations, keeps track of risks through the use of risk registers for key events, and makes sure meetings are well-organised with agendas and minutes. It's a key support role that helps the team deliver great events for the city.

ChristchurchNZ Purpose Statement

Mā temahi tahi, ka hangahe taiōhangakia oraai ngātāngata me ngāwāhi hoki. Together we're shaping an economy where people and places thrive.

Who is ChristchurchNZ

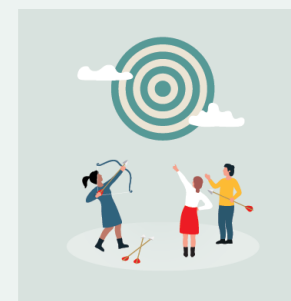
ChristchurchNZ (CNZ) is the economic development, regional tourism, and promotion agency for Ōtautahi Christchurch. We are the catalyst for Ōtautahi Christchurch's economic transformation, driving growth and prosperity for our people and our place. We are the champions of our city, showcasing its vibrancy, innovation and potential to the world.

What does the team do

Visitor Economy employees help Ōtautahi Christchurch grow as a vibrant destination, bringing people and life to the city and attracting visitors to boost the economy. We create a portfolio of engaging major events throughout the year, showcasing the city as a playful and balanced place to live, visit, and invest. We bid for business events aligned with our city's business sector strengths to help drive Christchurch's prosperity and knowledge base. We also promote the city and its surroundings to potential visitors while balancing that with our communities seeing the benefits. Join us to help make Ōtautahi Christchurch a better place.



We are Open



We are Purposeful



We are Together

| What you will do

Provide admin support to the Major Events team, helping with funding applications, managing information, and supporting stakeholder engagement through emails, newsletters and phone conversations.

Help organise tickets and hosting for major events, working with senior leaders and city stakeholders to make sure everything runs smoothly through the development of run sheets and MC notes.

Support city activation projects, working with Event Development Managers and marketing teams to help bring events to life across the city.

Prepare presentations and communications, including PowerPoints, city events calendar, excel spreadsheets and other materials for meetings and events.

Manage the Major Events CRM, keeping contact details up to date and helping send out email communications (EDMs) as and when required to the industry.

Help maintain risk registers alongside the Major Events lead for key events, making sure risks are tracked and updated at each monthly meeting and presented in a format to support with governance meetings.

Coordinate meetings, including scheduling, preparing agendas, and taking minutes for both internal and external meetings.

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform to contribute to the overall success of the organisation, if asked to do so.

| What you will have

- Minimum of 2 year's experience in a similar role
- Strong written and verbal communication skills
- Ability to organise and prioritise
- An understanding or passion for the events industry would be an advantage
- Ability to build and maintain stakeholder relationships
- Strong knowledge of MS Office 365
- Experience with CRM database management
- Experience with minute taking and meeting coordination.

| Ways of Working

PERSONAL RESPONSIBILITIES

- Act with integrity and accountability by living into our organisational values
- Ensure you are informed of the CNZ strategic direction and how your work contributes our wider purpose
- Embrace opportunities to work with others across the organisation, sharing your knowledge and expertise to optimise business performance
- Take personal accountability for your health, safety, and wellbeing
- Be innovative by approaching your work with a growth mindset, and the ability to navigate change

SUSTAINABILITY

- Demonstrate accountability for your resource use and disposal to minimise environmental impacts and economic cost
- Encourage partners and stakeholders to adopt environmentally sound practices and quality assurance programs

MĀORITANGA

- Demonstrate commitment to the principles of the Treaty of Waitangi by acting in the spirit of participation, partnership, and protection
- Consider Māoritanga in all aspects of business, and engage with iwi where appropriate

| Working relationships

INTERNAL

- ☒ Primarily within immediate team
- ☐ Collaboration with most of the organisation
- ☐ Influencing across most of the organisation

EXTERNAL

- ☒ Transactional interaction with external stakeholders
- ☐ Influencing and/or negotiating with external stakeholders
- ☐ Final negotiations with external stakeholders

| Financial Delegations

BUDGET MANAGEMENT

- ☒ N/A
- ☐ Yes

BUDGET OWNERSHIP

- ☒ N/A
- ☐ Yes

BUDGET LIMIT INDICATION

- ☒ Nil
- ☐ Up to \$50,000
- ☐ Up to \$100,000
- ☐ Over \$100,000

Budget limit is a threshold indication only, your actual financial delegations are as per the delegated authorities policy