

Business Events Coordinator

Reports to: Business Events Manager

Direct Reports: Nil

Team: Visitor Economy

Date: June 2026

Role Purpose

The Business Events Coordinator provides operational and administrative support to the Business Events team, contributing to the successful attraction and experience of business events activity in Christchurch.

This role supports the development of bids, coordination of family programmes, and delivery of key activity and plays an important part in ensuring high-quality experiences for event organisers and delegates.

This position is ideal for someone wanting to grow their career in business events, tourism or events, who enjoys working in a fast-paced team environment.

ChristchurchNZ Purpose Statement

Mā temahi tahi, ka hangahe taiōhangakia oraaī 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

Convention Bureau & Operational Support

- Coordination and preparation of bids and proposals to secure business events.
- Support enquiries and leads, including working with partners to compile content, collateral development, and preparation of bids and presentations.
- Accurate entry, tracking and reporting of activity in CRM systems.
- Provide administrative support to the team including contract coordination, documentation, and accurate tracking.

Famil & Event Coordination

- Coordinate logistical arrangements for famil programmes, including developing itineraries, making bookings, and stakeholder communications.
- Support delivery of site inspections and hosting activity where required.
- Support the organisation and delivery of events, including on-the-day support and post-event follow-up.

Stakeholder & Industry Engagement

- Liaise with local operators, venues, and suppliers to support famil programmes and event delivery.
- Maintain positive, professional relationships with industry stakeholders.
- Support wider partner communications and engagement activities

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 3-4 years demonstrated experience in business events, tourism, destination marketing or a related field.
- Experience in managing multiple workstreams, including bids, events, and famil programmes, while maintaining attention to detail and meeting competing deadlines.
- Confidence working with operators, suppliers, and external stakeholders.
- Experience using CRM systems or similar databases
- Desire to deliver an excellent customer experience.
- Time management and prioritisation skills across recurring and ad-hoc tasks

| 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