

National Secretary: Robyn Denton
9A Sanctuary Lane
RD3
Hamilton 3283
Tel: +64 21 971 127
Email: secretary@archerynz.co.nz



TEAM CAMPAIGN MANAGER

World Archery World Cup Stage 1 Shanghai 2018

Description:

Archery NZ seeks candidates for the position of Team Campaign Manager for WA World Cup stage 1 Team Campaign #1 2018. This is a part time role.

The Archery NZ Representative Team for World Cup stage 1 Shanghai team campaign #1 2018 will be selected from the Selection Event to be held 10th & 11th February 2018 in Rotorua. Prior to that event Archery NZ require a Team Campaign Manager to coordinate and manage Team Campaign #1 to ensure the success of the "Campaign" format.

Position Summary:

The Team Campaign Manager will oversee all areas of the Team Campaign including marketing, communication, team uniforms, travel, athlete requirements and any other management tasks required.

Duties and Responsibilities:

- Coordinating all team activities
- Ordering & distribution of team uniforms
- Coordinating travel arrangements for Training Camp
- Coordinating travel & accommodation arrangements for World Cup Stage 1 2018
- Be visible and known to all team members
- Marketing & promotion of the team
- Be the central contact point for team members, team officials, selection convener, the Board of Archery NZ, suppliers & sponsors
- Manage relationships with the team, team officials, Selection Convener, the Board of Archery NZ, athletes personal coaches, suppliers, sponsors and any other person's or companies involved in the Team Campaign
- Oversee all organisation and communication with advertising/sponsorship partnerships
- General administration required for the Team Campaign
- Send updates through to webmaster and other social media platforms
- Report to the Board and Selection Convener as required

Requirements:

- Previous international representative experience or team coordination/management is an asset
- Strong leadership and interpersonal skills
- Excellent writing and computer skills
- Excellent communication skills
- Approachability
- Ability to work with websites, social media and World Archery event software
- Exceptional attention to detail
- Ability to handle many responsibilities at the same time
- Energy, creativity and patience

This role may or may not be required to travel with the Team. Archery NZ reserves the right to advertise for traveling Team Officials for this campaign.

Applications for this position are now open and will close 15th December 2017. Please apply in writing to Archery NZ National Secretary secretary@archerynz.co.nz.

The role will begin 1 January 2018 and end at the time the Team arrive back in New Zealand after the conclusion of World Cup Stage 1 2018.