

## **Just the Job Information Sheet**

**Job title**        Events Facilitator

### **Job description**

Event facilitators at Auckland Council oversee major events, ensuring that they are effectively managed and delivered. Tasks include managing event operations, producing event plans, risk mitigation and ensuring health and safety regulations are met.

Event facilitators are also involved in consultation in the planning stages and work closely with stakeholders throughout the process to produce successful events.

Events run by Auckland Council's major events team include Pasifika Festival, Round the Bays, New Zealand Fashion Week, Music in Parks and Diwali. Auckland Council also facilitates and delivers events at a local level – from permitting and regulation guidance, through to local events supported by local boards.

Because of the variety of roles on offer, beginning an events career with council provides a very solid platform from which to pursue an event management career in the private sector.

### **Qualifications required**

- A relevant tertiary qualification
- or equivalent major events, programme management or project management experience
- A full New Zealand drivers licence
- Excellent verbal and written communication skills.

### **General requirements**

- Highly organised – plans and prioritises well and manages time to focus self and others on the most important activities.
- Driven to achieve outcomes, delegates effectively and empowers others to get good use of all resources to achieve the best outcomes.
- Personal resilience. Able to sustain a high level of energy and positivity when under extreme pressure.
- Highly developed interpersonal and relationship management skills.
- Excellent verbal and written communication skills including the ability to deliver presentations.
- Ability to successfully manage complex projects.
- Computer literacy with the ability to use Microsoft Office applications, particularly Word, Excel, PowerPoint and Outlook.

### **Training costs**

Costs will vary depending on qualification and tertiary institution.

Auckland Council may meet some of the costs of event or project management qualifications our events staff undertake; however you may be required to meet costs towards such qualifications as a diploma or degree in event management if you do not have these when you start.

### **Career path**

There are many paths available to those wishing to undertake a career in event management at council. These include:

- Event Prospecting and Bidding
- Event Feasibility
- Event Design and Development
- Event Sponsorship
- Event Facilitation
- Event Delivery.

### **Salary range**

The salary range for event facilitators varies on the scope of the role.

Less complex, junior event roles \$40,000 - \$55,000.

Complex senior major event facilitators \$60,000 - \$80,000.

### **How to increase the chances of successfully entering this industry**

- Get first hand event management experience by running events for your school
- Undertake a tertiary qualification – Diploma or Degree in Event Management
- Gain experience as a volunteer at major events. Volunteers at council events (e.g. Pasifika, Diwali) are sometimes offered the opportunity to take up paid positions within the council's events team
- Join New Zealand Association of Event Professionals.

### **Other places to source information about this job**

[New Zealand Association of Event Professionals](#)

[Auckland Council careers website](#)

[Careers NZ](#)