



Events Specialist

(11 month maternity leave cover)

About TIA

Tourism Industry Aotearoa (TIA) leads and supports New Zealand's \$30 billion tourism industry. We are the only independent association that represents all sectors of New Zealand's large and diverse tourism industry. As the strong, inspirational voice of tourism, we accomplish what no single member or sector group could achieve by themselves. We deliver real bottom line value to our members, large and small and work to build a strong, sustainable and responsible tourism industry that is a valuable contributor New Zealand's economy.

TIA's Events team is primarily responsible for the design and delivery of TRENZ, New Zealand's largest annual international tourism trade event. The team also manages other events over the course of the year to support our members, build industry capability and grow revenue for the organisation.

The opportunity

An exciting opportunity has arisen for a creative, innovative events expert to provide fixed term maternity leave cover within the team.

The successful candidate will be responsible for the end to end coordination of events with a focus on event delivery and logistical management. In addition, this role oversees other event specific projects and ensures standards are of an international calibre. Attention to detail is essential, as is the ability to pick up and embrace new technology quickly and thrive in an environment where there is a lot of change.

We seek applications from candidates with at least 2 -3 years event delivery and conference management experience. You will display exceptional interpersonal and communication skills, both written and verbal. Strong project management and organisation skills are required, plus a 'can do' attitude, the ability to think differently and add value to all aspects of the role.

TIA has a fantastic team culture and is a flexible, supportive and fun place to work. We are looking for a team player with a great work ethic who brings enthusiasm, passion and sense of humour to the role.

To apply

[Click here](#) for a Job Description.

To apply, please send your CV and covering letter to <mailto:natalie.henry@tia.org.nz>

Applications close 5pm Friday 29 July 2016.

