

POSITION DESCRIPTION & PERSON SPECIFICATION

Position: Capping Show Promotions Coordinator

Nature: Fixed term

Reports to: Events Coordinator

Location: OUSA, University of Otago, Dunedin

Organisation:

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

Structurally, OUSA is divided into 8 departments: Corporate support; Events; Communications and Marketing; Clubs and Socs; Critic; Planet Media Sales; Radio One and Student Support Centre.

With approximately 50 staff and many more volunteers, OUSA is a substantial organisation.

Managers of each department report to the CEO, who is responsible to the Student Executive for the overall management of the organisation.

Each of the departmental managers is responsible for the operations of their department, including staffing, financial management and service provision.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer who values inputs from all staff.

Position purpose:

The purpose of the position is to coordinate specified aspects of the Capping Show to ensure it achieves its goals, namely to be a comical revue show produced by students for a student audience. As well as co-ordinate and execute marketing activations on and around campus. This position will be

working closely with the OUSA Marketing & Communications and Events teams, as well as The Capping Show Cast and Crew to Deliver promotion activations.

Areas of Responsibility

Area	Expected Outputs
People Management	<ul style="list-style-type: none"> • Provide guidance to Capping Show Team members • Manage cast and crew participation in promotional activations
Financial Management	<ul style="list-style-type: none"> • Nil
General Tasks	<p>Reporting to the OUSA Events Coordinator this position will comprise delegated aspects of the Capping Show ensuring that the following are carried out to a high standard:</p> <ul style="list-style-type: none"> • Organise and execute Marketing activations on and around Campus in the lead up to The Capping Show • Organise cast and crew participation in Activations and Marketing Material. • Creation of video content for Marketing purposes and more. • Source and/or create content alongside the Marketing and Communications Department. • Work closely with Marketing and Communications department, and Capping Show Crew & Cast to create digital promotional content. • Organise and collate a digital version of The Capping Show post show alongside Video Directors in a prompt manner for distribution through OUSA. • Communicate requirements from the Marketing and Communications Team to Capping show cast and crew. • Regularly stay up to date on the happenings of the Capping Show. • Aid OUSA Events and Marketing and Communications in Organising cast and crew for interviews and other media opportunities in promotion of The Capping Show. <p>Reporting</p> <ul style="list-style-type: none"> • Attend meetings with the OUSA Events Team and Marketing and Communications and report on whether target goals are being achieved and to communicate relevant issues relating to the successful promotion of the Capping Show. • Attend Regular Meetings With The Capping show team to update on progress. • Provide a written 'lessons learned' report to the Events Coordinator after the completion of the show, which will be used to benchmark any problems/issues and highlight any recommendations for future Capping Shows.
Health and Safety	<ul style="list-style-type: none"> • Ensure the activities of all volunteers comply with all OUSA practices and procedures and the relevant legislative

	<p>requirements, in particular the Health and Safety in Employment Act.</p> <ul style="list-style-type: none"> • Take personal responsibility for engaging in OUSA's no-harm, health and safety culture • Be familiar with the hazard register for the work area that you work in • Communicate to the Events Coordinator and colleagues any potential hazards that you identify that are not on the register • Be familiar with the location of first aid kits and qualified first aiders in the Association • Be familiar with and adhere to any health and safety plans • Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in, and notify the Events Coordinator of these • Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community
Delegated authorities	<ul style="list-style-type: none"> • Nil

Personal Attributes

Working Collaboratively	<ul style="list-style-type: none"> • Ability to build and maintain professional and productive relationships • Ability to relate to a diverse range of people • Excellent written and oral communication skills • Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA
Organisation	<ul style="list-style-type: none"> • Manages self, resources and workload to meet timelines • Is reliable, organised and keeps all files and documents in order • Is self-motivated and able to work independently and as part of the team • Ability to recognise when issues need to be escalated to the Departmental Manager
Change	<ul style="list-style-type: none"> • Is flexible and resilient to meet the ever changing needs of the OUSA
Problem Solving	<ul style="list-style-type: none"> • Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate

Qualifications and Experience

- Proven experience working in theatre/marketing
- Some experience with volunteers
- Proven ability to work with a broad range of people, especially young people

- Experience working with budgets
- Experience working in scheduling.
- Ideally have a current driver's license

If interested please fill out an Application form and sent it to jobs@ousa.org.nz along with your cover letter and CV.