



Position Description

Position name	Event Manager
Position reports to	Venue Manager
Tenure	Casual
Date	September 2025

About St Margaret's

St Margaret's College offers a unique education for girls from Year 0 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

Our Purpose

Empowering girls to learn, live and lead.

Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtake

Purpose of the position

This role provides an opportunity to work with external hire clients to support the successful delivery of their events taking place throughout the year, including performing arts, sports, and corporate events, leveraging SMC's modern facilities and purpose-built event spaces. This role also supports accommodation bookings in our boarding houses during term breaks.

This includes events taking place during weekends throughout the year, and a number of evening events.

Direct reports: 0

Key Accountabilities

Accountability	Expected deliverables
Venue Management	• To manage events based on run sheets provided by the Venue Manager. • To liaise with client to support the delivery of successful events. • To be available to assist the Property Management team and/or client, with setting up the venue before the event e.g., event set-up, signage and pack out etc. • To ensure the client leaves the venue as they found it, prior to pack in. • To ensure SMC facilities and health and safety protocol are upheld. • To report any health and safety issues to the Venue Manager at the time of incident. • To facilitate emergency response procedures as needed. • To communicate issues and opportunities to the Venue Manager • To ensure that at all times the Venue Manager is an Ambassador for the College, upholding the College's values.
Being part of the St Margaret's team	• Actively, collaboratively and positively participate as a member of the team. • Proactively look for opportunities to improve processes. • Perform any other duties as reasonably required by the Venue Manager. • Understand and adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity and conduct. • Comply with and support all health and safety policies, guidelines and initiatives. • Ensure all incidents, injuries and near misses are reported to the Venue Manager.

Functional Relationships

- Venue Manager
- Community Relations team
- Property team
- Catering team
- External event clients

Qualifications, Experience and Attributes

- Experience of customer service, particularly with respect to event management, would be advantageous
- Understanding of Health & Safety
- A vibrant and energetic team member who is able to establish and maintain effective working relationships within the College and with clients
- Ability to think on their feet, show initiative and be solutions orientated
- Be a strong advocate of the College and its values

- Highly organised and project driven in order to achieve outcomes
- Committed to delivering a high level of customer service
- High level of integrity and communication skills.