



Event Manager Casual employment

About St Margaret's

St Margaret's College (SMC) is one of New Zealand's leading girls' schools with a proud history of academic, sporting, and cultural excellence. We have multiple learning pathways with a Foundation Diploma, NCEA and the International Baccalaureate Diploma programme, and a strong emphasis on wellbeing and pastoral care, as well as academic success.

Through a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, students and staff are encouraged and supported to discover their passions and be the very best they can be. The campus is one of the most modern in Christchurch and staff enjoy a working environment that is committed to the continual advancement of quality teaching and learning.

The Role

We are seeking a professional, organised and customer-focused Casual Event Manager to support the delivery of a wide range of external events at St Margaret's College. This role provides a unique opportunity to work with external hire clients across performing arts, sports, and corporate events, leveraging our modern facilities and purpose-built event spaces. The role also supports accommodation bookings in our boarding houses during term breaks.

As a Casual Event Manager, you will be the on-site contact for clients, ensuring events run smoothly, safely, and in line with College standards. You will uphold our reputation for excellence, providing outstanding service to clients and guests.

This position involves after school, weekend and evening work throughout the year, depending on event schedules. Events can range in duration, generally a minimum of 2 hours, up to 10 hours. A commitment for between 5 to 10 events per year is required, however this number could increase. Applicants need to be over 18 years of age and be eligible to work in New Zealand.

Key Responsibilities

- Manage events on-site in line with run sheets provided by the Venue Manager
- Liaise with clients to ensure the successful delivery of their event
- Assist with event set-up, signage, and pack down in collaboration with clients and the Property team
- Ensure venues are maintained to a high standard before, during and after events
- Uphold SMC facilities, health and safety protocols, and emergency procedures
- Act as an ambassador for St Margaret's College, upholding our values and providing a positive client experience

What you will bring to the role

- Previous experience in event management, hospitality, or venue operations preferred but not essential.
- Strong interpersonal and communication skills with a client-focused approach
- Ability to problem-solve and remain calm under pressure
- A practical, hands-on approach with the ability to support event set-up and pack down
- Flexibility to work evenings and weekends as required
- Commitment to health, safety, and high professional standards.

To learn more about this casual opportunity, please read the position description on our website:
<https://stmargarets.school.nz/explore-our-college/meet-our-people/work-at-smc/>.

To apply, please send your CV and cover letter by email to Sarah-Jane Evans, Venue Manager,
facilitieshire@stmargarets.school.nz

Applications close at 4pm on Monday 7 September.