Position	**Techweek Regional Coordinator (Auckland)**
Start Date	As soon as possible. Date to be agreed with the successful candidate.
Finish Date	26 June 2020
Location	Based with the Techweek team in a central Auckland location, with some time allocated each week based with ATEED at the Lysaght Building in the Wynyard Quarter.
Reports To	Event Director
Normal Working Days	Monday through Friday
Normal Working Hours	8 hours between 8.30am and 5.30pm
Remuneration	To be agreed with successful candidate.
Employment Type	Fixed term employment agreement

Position Description

POSITION SUMMARY

The Techweek Regional Coordinator (Auckland) is a busy, varied role supporting the Event Director, with the festival delivery specifically across the Auckland region. The key objective of this role is to play a connector role amongst the Auckland ecosystem to assist with the curation, delivery and participation in the Techweek20 festival.

POSITION OVERVIEW

Reporting to the Event Director, the Techweek Regional Coordinator (Auckland), is responsible for curating the Techweek20 programme across Auckland. This includes connecting and assisting with the requirements of three key groups:

- Event coordinators - those wanting to put on an event in Auckland during Techweek
- In kind supporters - those organisations who'd like to offer up catering, funding, venue space, etc, free of charge or at a discounted rate
- Partners and stakeholders - Those organisations who are part of the Auckland business ecosystem and/or who'd like to support Techweek in a formal partnership

To ensure the Auckland programme is well curated, this role will also be responsible for reviewing all Auckland event submissions. Working with event organisers as needed, the coordinator will need to ensure a diverse spread of events are planned across the week and the city, that events target different audiences and that there are no time clashes for similar events, and that event double-ups are minimised.

During Techweek, the Regional Coordinator will be required to attend local events and help showcase the activity across Auckland, supporting the marketing team.

The success of Techweek is measured against the long-term vision, mission and values of Techweek. The Techweek project team is responsible for ensuring that Techweek is delivered within budget, and achieves the goals and KPI's agreed with the NZTech Board. In 2020 Techweek will build on 2019's success and continue its objectives to being a national festival, attracting international visitors to benefit NZ companies whilst developing a business model that supports the sustainability of Techweek in future years.

The Techweek Regional Coordinator (Auckland) is important to the success of Techweek, ensuring that all stakeholders are kept up to date, feel supported and where required connected with one another. It is important that all information is keep up to date, in all the right places, and all the administrative detail is taken care of.

Techweek is managed by NZTech, a not-for-profit organisation. By design this type of organisation has a small but critical team that empowers creators and consumers within the platform ecosystem. As such, the team is lean and will need to be hands on in delivery as well as strategic. As an annual event, Techweek has an annual cycle and workloads ebb and flow. The team culture is to help one another out at crunch time to ensure the overall success of Techweek.

POSITION RESPONSIBILITIES

Event coordinators: This role will connect with any event organisers wanting to put on an event in Auckland. It is crucial this role understands what type of event the organiser is wanting to plan, identifies any assistance required and connects them with the Techweek network as needed to achieve their goal.

Event and festival support. Curate the Auckland Festival programme by reviewing event submissions, approving those based on criteria and festival programming. Connect with festival event organisers to understand their event, provide assistance as required and support their participation through until the end of Techweek. Assist with post event reporting and distributing of outcomes to the Auckland network. Establish partnership offerings and pass these onto event organisers. Strengthen partnership and stakeholder relationships, creating an Auckland ecosystem for Techweek to leverage in years to come.

In kind supporter: Strengthening existing relationships and connect with new Auckland suppliers. The coordinator is responsible for managing in kind offerings, connecting any obtained offerings with event organisers needing the assistance. This role helps connect those in need with organisations kind enough to lend a hand.

Partners and Stakeholders: Leading the engagement and participation with established Auckland corporate working groups that have been created to provide industry support to Techweek, including ATEED, Auckland's Tourism, Events and Economic Development Agency. This role will also work with the NZTech Chief Strategy & Commercial Officer to assist with delivering some of the requirements agreed within official partnerships. An example of this could include: connecting partners with event organisers who are looking for speakers on certain topics that this organisation specialises in.

Information Systems management. Ensure the relevant systems and websites for the Auckland festival programme are kept up to date. This includes: Techweek Discussion Forum, Zoho CRM, Mailchimp, Website (Silverstripe), and Google Team Drives. Take ownership of the integrity of the CRM data.

Administration. Manage inbound email enquiries, arrange meetings and distribute supporting collateral

KEY RELATIONSHIPS

The position requires effective working relationships with the following key people and organisations:

Internal

Techweek Management Team which includes: Event Director, Chief Strategy & Commercial Officer, Event coordinator and admin support from the NZTech finance team and other NZTech staff as required. The role will also work alongside the Tech Alliance

External

Festival event organisers, External suppliers, Sponsors and Business groups, City partner (ATEED), Festival partners and participants.

EXPERIENCE & ATTRIBUTES

Experience & Qualifications	- At least two years project and/or event coordination experience - Experience planning events and/or curating a festival programme - Excellent written and verbal communication skills - Strong stakeholder management experience - Experience working with project management tools and methodologies - Advanced computer skills
Behavioural & Technical Competencies	- Passionate about technology - Professional in your interactions with others - Able to remain calm under pressure, adapt to change and maintain a professional manner and attitude at all times - Proactive and self-managing - Highly organised and process-oriented - High degree of initiative, autonomy and resourcefulness - Strong attention to detail - A collaborative working approach and sound relationship management skills - Excellent written and verbal communication skills
Other requirements	- Right to live and work in New Zealand - Able to travel within New Zealand as required - Hold a valid driver's license - Able to attend events and other off-site functions outside of normal business hours, as required. Especially during Techweek (18 - 24 May 2020).

ABOUT NZTECH

NZTech is a purpose driven organisation that provides the voice of technology in New Zealand and represents over 400 organisations from across the technology ecosystem who work together to help make New Zealand more prosperous underpinned by technology.

A not-for-profit association funded by organisations that believe better use of technology will make a positive impact on the New Zealand society and economy.

Our goal is to stimulate an environment where technology provides important social and economic benefits to New Zealand.

To achieve our vision we work to connect, promote and advance technology in New Zealand.

ABOUT TECHWEEK

Our story

In 2012, technology industry association NZTech began a Tech Innovation Week to coincide with the Hi-Tech Awards in order to build enthusiasm around new technologies being developed in New Zealand. The success of the week led them, in 2016, to combine forces with Auckland tourism body ATEED to produce TechweekAKL – a week-long festival of innovation ecosystem events.

TechweekAKL was an Auckland-wide festival with 55 events across 10 days attended by 10,000 people. It was a colossal success, and so in 2017, TechweekAKL became TechweekNZ: a nationwide initiative with a curated programme focused on 'finding local answers to global questions'. Techweek'17 included 287 events in 24 locations, and hosted more than 20,000 New Zealanders and visitors over 9 days.

The intention behind Techweek is simple – New Zealand's technology and innovation sectors are growing rapidly, and Techweek fosters that growth by providing the national ecosystem with a week-long opportunity for connection and cross-pollination, and an independent platform through which to amplify New Zealand's unique and inspiring innovation stories to the world.

In the years to come, Techweek's vision is for New Zealand to be globally recognised as a beautiful country where world-leading solutions are born. It's not just about showcasing leading edge technology, but amplifying brilliant ideas that are solving the biggest global challenges – innovation that's good for the world.

Our vision

Techweek's vision for New Zealand is to be globally recognised as a place where world-leading solutions are born. Techweek's purpose is to amplify innovation that's good for the world in order to increase New Zealand's prosperity.

Our mission

The Techweek Team mission is to empower New Zealand innovators to thrive by connecting, inspiring and building capability. We achieve this by delivering a storytelling platform and a nation-wide week of events.

Our values

Techweek's values are:

- **Collaborative/Connected** – we know our strengths and work to them, and work with the community to deliver the best outcomes for everyone. We create value through connection.
- **Intentional** – we are strategic, goal-oriented and purpose-driven. We experiment in a methodical way. There is a logic to everything we do, with the end goal of creating value for our community.
- **Generous** – we are inclusive, open and supportive. Our role is to champion, encourage and create opportunity, but most importantly, to believe – in our vision, in New Zealand's future, and in the depth of talent in our community.
- **Professional** – we are driven, consistent, capable and committed to quality. We lead by example.
- **Proud** – we are proud of what we do, why we do it and how we do it. We're proud of what NZ is achieving now and what it can achieve in the future. We're proud of the events, companies and individuals we amplify. We encourage our community to feel the same.

How we operate

The Techweek team operates out of a shared work space in central Auckland. When not working together there, they work from their next favourite place, whether that's at their home office, local café or someplace else. The Techweek Regional Coordinator (Auckland) will be based mostly with the Techweek team, with time allocated each week to be based with ATEED, plus time out of the office attending events and meetings.

Techweek is independently run and managed by a board of individuals passionate about increasing New Zealand's prosperity, led by not-for-profit NZTech.

It is aimed at local and international investors, business and technology leaders and enthusiasts. Events that run during Techweek are most often operated by business and community leaders in the fields of technology, design of innovation.