



About the RNZB

Founded in 1953, the Royal New Zealand Ballet is New Zealand's national ballet company. The RNZB is based in Wellington and tours throughout New Zealand and internationally, presenting at least 70 performances a year. The company's annual subscription season takes classical and contemporary ballets to theatres in nine main centres, while Tutus on Tour and children's ballet performances take small-scale works to more than a dozen regional centres.

The company's repertoire includes 19th and 20th century classics as well as many commissioned works, including those by New Zealand choreographers and telling New Zealand stories. RNZB Education presents a lively and inclusive programme of community and education activities throughout New Zealand.

The RNZB is funded through the Ministry for Culture and Heritage, Manatū Taonga, and through ticket sales, sponsorship, grants and personal donations. For more information please follow this link: [RNZB Strategic Plan 2025-2029.pdf](#)

Job Description

Job Title:	Events Coordinator
Department:	Development
Reports to:	Director of Development and External Affairs / Philanthropy Manager
Reports:	N/A
Contract Type and Hours:	Fixed Term – approximately 20 hours per week, hours will fluctuate and increase in busy weeks.
Location:	This role is based in the RNZB offices in Wellington
Travel:	Travel to Auckland and Christchurch (Napier tbc)

Purpose

The Events Coordinator will assist with the planning and delivery of Development events in the lead up to and through the 2025 Nutcracker tour. This is a busy and dynamic role that requires excellent communication and organisation skills, a high attention to detail and the ability to work flexibly around the tour's event dates (including weekend and evening work).

Hours will vary week to week, with a minimum of 20 hours a week, and will include a mixture of office and onsite delivery. All travel costs will be covered by the company.

Key Responsibilities

Hands-on event delivery for opening night functions including:

- Managing RSVPs including reporting and enquiries
- Seating plans (working with the wider development team) and ticketing
- Venue liaison
- Managing catering and wine (delivery and stock management)
- Music – either working with live performers of background music or managing an appropriate playlist
- On the night set up venue (sound system, theming), meet and greet guests – with tickets and programmes, pack down

Supporting the delivery of other development events:

- Post-show events in Wellington and Auckland
- Morning tea and class on stage for supporters in Auckland and Christchurch
- Assist with in-venue activations for Ryman Healthcare (Wellington, Auckland, Christchurch tbc)

Key Relationships

- Director Development and External Affairs
- Philanthropy Manager
- Manager - Marketing and Audience Engagement
- Ticketing Lead
- Head of Audiences
- Development and Education teams
- Marketing Coordinator
- Venue and other event partners

Skills and Experience

- Experience in professional event planning and delivery
- Excellent communication and problem-solving skills
- High attention to detail and commitment to data accuracy
- Excellent written and oral presentation skills, including an understanding of appropriate register and tone, formal and informal communication.
- Exceptional interpersonal skills, able to manage relationships strategically and tactfully with suppliers, donors, artists, senior management and Board.
- Exceptional organisational and project management skills
- Experience in using CRM systems for record keeping, list management
- Experience of using MailChimp or similar platform for e-comms
- A background or interest in the performing arts would be an advantage