



Downtown Tauranga Projects & Marketing Manager

Do you understand the power of place making and the value of creating initiatives that connect communities and build collaboration? Do you strive to make a difference? Do you want to be a part of an organisation whose core focus is on re-energising the city centre? Are you willing to work hard to support the Downtown Tauranga businesses to build a stronger community and more vibrant city centre?

Our outstanding Downtown Tauranga Projects & Marketing Manager, Millie, is going on maternity leave and we are seeking someone to temporarily join our dynamic team to **cover her maternity leave for a period of 12 months**. It is a part time position of **30 hours per week with a car park provided onsite**. To be considered for this role you will be the complete package - someone with the passion, organisational skills, expertise, and drive to consistently produce outstanding results.

You will be able to prove that you are;

- A highly efficient, solid organiser with an eye for detail
- A collaborative and supportive team player
- Positive and passionate in your approach
- Reliable and accountable for delivering on what you promise, beyond expectation, every day
- Able to multi-task across multiple projects and various businesses with ease and assured confidence
- Calm under pressure and dependable
- A high level of integrity with Downtown Tauranga members including responding to queries and Member concerns and ensuring timely and informative communication
- Able to develop solid relationships
- Able to work collaboratively with Tuskany Mainstreet management to formalise initiatives and activities for the city centre and take a lead role in the delivery and implementation of same
- Able to deliver key annual promotions and events including planning, logistics and delivery while adhering to a budget, obtaining quotes, making bookings, and delivering on time
- Able to follow stringent practices when it comes to health & safety, mitigating risk where appropriate and advising management of any concerns
- Excellent writing skills with the ability to write engaging blogs, website content, and digital posts. Collecting the content by talking and engaging with members, event organisers, and stakeholders.

You will have a great can-do attitude, bucket loads of energy and a desire to make a difference with the team you work with, the organisations you deal with and the business community you represent.

To apply for this position, you must be able to illustrate that you have solid background in event facilitation, be a fantastic communicator (both written and oral), excellent time management skills, energetic, positive, and passionate in everything you do.

Please apply including references, by no later than close of business on **Sunday 14th August 2022**.

Tuskany Agency
E: fiona@tuskany.co.nz