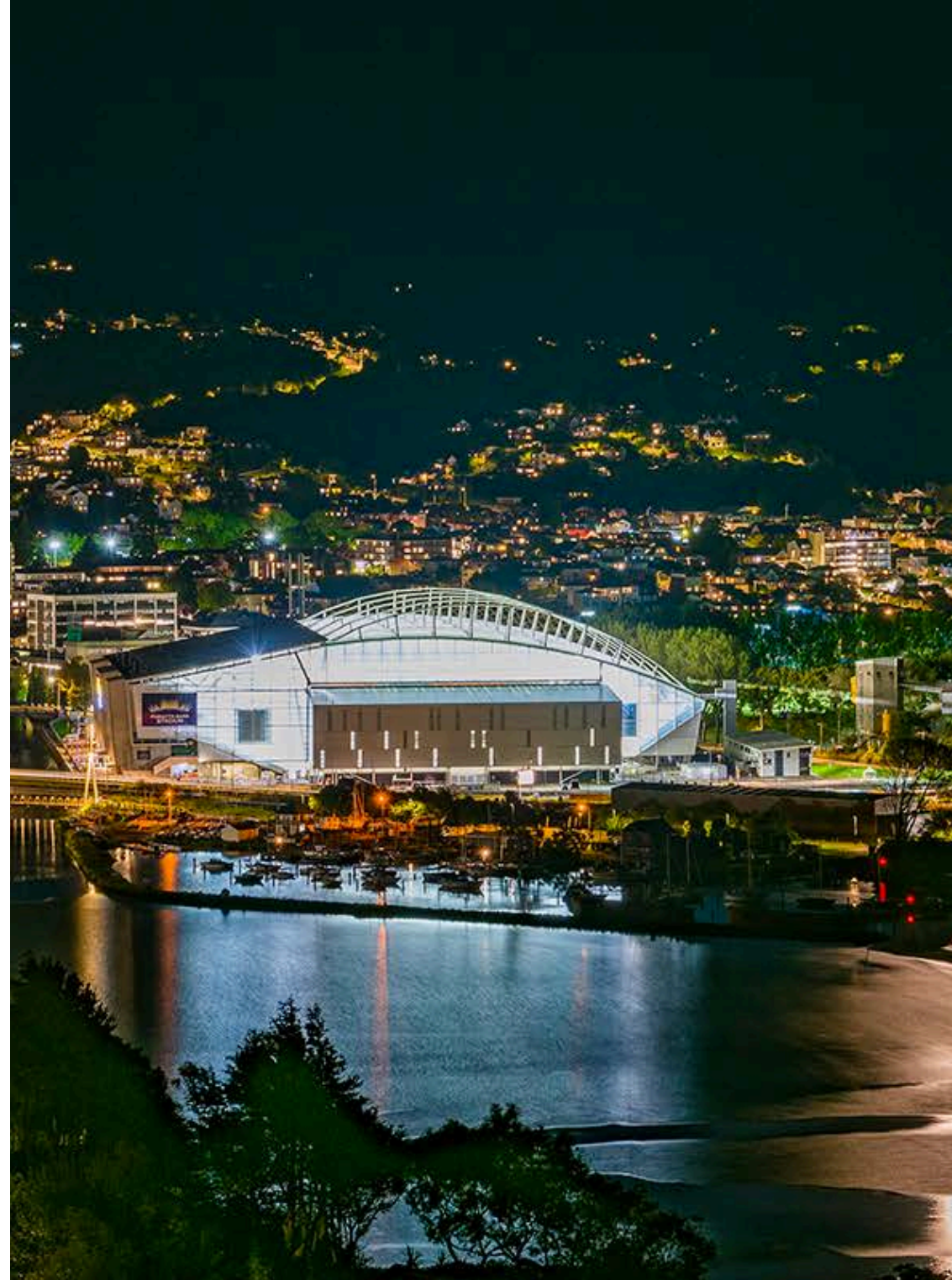


Dunedin **venues**

**Chief Executive
Officer**

**Dunedin Venues
Management Ltd**

SPORTSPEOPLE
RECRUITMENT



- **Executive leadership role driving strategic vision**
- **Deliver major sporting, music and exhibition events**
- **Commercial growth and stakeholder management focus**

About Dunedin Venues Management Limited (DVML)

Home to the most sophisticated and versatile event facilities in southern New Zealand, Dunedin Venues (DVML) is a specialist venue management organisation, offering complete event management services, for events of any size. As the central hub for premier events and entertainment in Dunedin, DVML is responsible for ensuring the successful operation of the world class **Forsyth Barr Stadium** (for sport, concerts, entertainment and cultural events) and the **Dunedin Centre** (a multi-purpose entertainment, conference and events hub including the historic **Dunedin Town Hall** and the **Glenroy Auditorium**).

As a Council Controlled Trading Organisation (CCTO) owned by Dunedin City Holdings Limited (DCHL) and Dunedin City Council (DCC), DVML has full governance and management responsibility to act as stewards on behalf of the owners in managing these assets, including:

1. **Event Sourcing and Securing:** Attract diverse events that enhance commercial returns and regional appeal.
2. **Event Planning and Delivery:** Ensure high standards in event planning, hosting, and execution (incl. food and beverage, ticketing operations).
3. **Asset and Facility Management:** Maintain and enhance venues to be fit for various events.
4. **Community Access:** Promote community engagement and access to world-class venues.

Contribution to Dunedin City: DVML drives Dunedin's growth and vitality through sustainable business performance, fostering innovation and commitment to excellence in venue management. The company is dedicated to delivering outstanding event experiences that positively impact the community and local economy.

Sustainability and Community Responsibility: DVML supports Dunedin's goal of net zero carbon by 2030, engaging with stakeholders on emissions and carbon offsetting.

Financial and Performance Metrics: DVML aims to maximise economic benefits for Dunedin through strategic event acquisition and resource management. The company targets high returns on investment for the Event Attraction Fund while ensuring the highest standards of customer satisfaction among event attendees and stakeholders.



Chief Executive Officer

Reporting to the DVML Board, the Chief Executive Officer is responsible for the day-to-day operations of the business and for the planning and delivery of all strategic goals.

The CEO will develop and maintain positive and trusted relationships with key senior-level stakeholders, and will be the "public face" of the venues, including regular contact with both local and national media. Additionally, the CEO will lead commercial relationships with key partners such as live music promoters, sports teams, and national sporting bodies. Strategic planning is a crucial aspect of this role, with the CEO expected to develop master plans and oversee significant capital projects.

This role demands an individual with an entrepreneurial spirit; capable of driving strategic direction, fostering key stakeholder relationships, and ensuring operational excellence and financial sustainability within a dynamic environment. A critical component of this role is the proven ability to secure and deliver major/international events which significantly enhance the organisation's reputation, financial performance and visitor economy.

Promoting the organisation's commitment to excellence, the CEO will lead a dedicated, respected and high-performing team, maintaining the dynamic, nimble, resilient, and quality-focused culture. Managing relationships with key internal stakeholders and suppliers (such as catering, security, ticketing etc...) is vital, as well as prioritising safety and effective risk management.

The ideal candidate will have proven experience as a CEO or senior leader in a related entity or venue/facilities environment, with a successful track record in business and strategy development. Commercial acumen must be a key strength as the CEO will develop strategies to grow revenue through increased utilisation, visitor spend, memberships and sponsorships, and will be well versed with negotiating high-profile commercial contracts.

As a politically astute leader, proven experience managing complex internal and external stakeholder relationships is essential. The CEO will need to navigate the complexities of a publicly owned entity, balancing commercial objectives with community and environmental responsibilities, with a commitment to deliver against the statement of intent. This includes implementing crisis management strategies and key messaging. Fostering community access and engagement with DVML's venues is crucial, ensuring the organisation serves both economic and social roles within Dunedin City.

This role offers a unique opportunity to lead a premier venue management company towards continued excellence and innovation in event delivery.



Key Responsibilities

Stakeholder Engagement and Management

The CEO will develop and maintain positive and trusted relationships with key senior-level stakeholders. This includes influencing strategy and providing critical advice to DVML, DCHL Boards, and Dunedin City Council to inform strategic decisions. The CEO will lead key commercial relationships with all major partners, including:

- Live Music Promoters
- Highlanders and Otago Rugby
- New Zealand Rugby and Cricket
- Other significant content providers

Relationships with key internal stakeholders and suppliers (such as catering, security, ticketing etc...) are critical. The CEO will be the "public face" of the venues, including regular contact with both local and national media.

Securing and Delivering Major Events

The CEO will have proven experience in securing and delivering major events, ensuring they are planned and executed to the highest standards, enhancing the reputation and financial performance of DVML.

Membership Growth

Develop strategies to increase Stadium Memberships, providing value offerings and member retention.

Strategic Planning

The CEO will develop master plans and oversee significant capital projects. This role involves setting and aligning the strategic direction of the organisation, ensuring that financial sustainability, stakeholder engagement, risk, and safety are integrated into key decisions and strategies.

Governance and Financial Performance

Developing appropriate strategies to grow revenue through increased utilisation and visitor spend is crucial. The CEO will aim to retain and grow events and services, maximise sponsorship, and corporate investment into the stadium and other entities. Demonstrating strong financial acumen, the CEO will manage reporting and oversight demands of the government, board, and audit.

Safety and Risk Management

The CEO will ensure the prioritisation of safety and effective risk management, creating a safety-first operating culture. This includes ensuring public and staff safety, securing high-profile sites, and managing the complexities of risks posed by sports, concerts, and other large events.

Achieve Shareholder Objectives

The CEO will align with the commercial and non-commercial goals set by Dunedin City Holdings Limited (DCHL). Meeting performance measures and targets outlined in the Statement of Intent, regularly reporting on financial and operational performance, and ensuring alignment with DCHL's expectations are essential aspects of the role.

Leadership

Effectively engaging and developing the leadership team to create and empower a high-performing, nimble, resilient, supportive and customer-focused culture driven by excellence is a key responsibility. The CEO will promote excellence and empower team members.

Exhibit Social and Environmental Responsibility

Contributing positively to Dunedin's community and environmental goals is a priority. The CEO will support community activities and initiatives, work towards carbon neutrality by 2030.

Conduct Affairs with Sound Business Practice

Ensuring operational excellence and financial sustainability through best business practices is essential. The CEO will manage assets effectively, deliver high-quality events, develop master plans, oversee significant projects, and achieve financial performance targets. The CEO is responsible for the implementation of crisis management strategies and key messaging.

Uphold Best Practice Governance

Adhering to best practice governance standards to ensure effective oversight and strategic direction is a key responsibility. The CEO will conduct regular board meetings, keep the Board informed as required, ensure adherence to legal and regulatory requirements, and maintain transparent reporting and accountability.

By focusing on these key responsibilities, the CEO will drive strong and sustainable business performance, foster innovation and excellence in venue management, and deliver outstanding event experiences that contribute to the growth and vitality of Dunedin City.

Selection Criteria

Candidates applying for this role must demonstrate relevant experience in the **core functional areas outlined in the Position Overview** and possess a range of personal skills and attributes, including:

Experience and Track Record

- **CEO Experience:** Proven experience as a CEO or in a senior leadership role in related entities or venue/facilities management.
- **Business and Strategy Development:** Demonstrated successful track record in business and strategy development.
- **International Events:** Proven experience in securing and delivering major international events.

Commercial Acumen

- **Commercial Savvy:** Extremely commercially savvy with a strong understanding of financial and business principles.
- **Contract Management:** Proven ability to manage high-profile commercial contract negotiations with tenants and suppliers, and deliver results in highly charged situations.
- **Revenue Growth:** Experience in developing strategies to grow revenue through increased utilisation, visitor spend, and sponsorship.

Stakeholder Management

- **Complex Stakeholder Groups:** Proven experience working with complex stakeholder groups, including the media.
- **Relationship Building:** Demonstrated excellent relationship-building skills with an ability to communicate and work effectively with a variety of internal, external, and high-profile stakeholders.
- **Community Engagement:** Ability to foster community access and engagement with DVML's venues.

Political and Strategic Leadership

- **Political Astuteness:** Politically astute leader with the ability to set clear priorities, delegate effectively, and guide investment in people and systems.
- **Strategic Planning:** Experience in developing master plans and overseeing significant capital projects, ensuring alignment with strategic objectives.

Leadership and Team Development

- **Leadership Excellence:** Ability to engage and develop the leadership team and organisation to create and empower a high-performing, resilient, and customer-focused culture.
- **Staff Development:** Strong commitment to the professional development of staff, with a focus on staff retention and developing high-performing teams.
- **Coaching and Management:** Excellence in organisational management with the ability to coach staff, manage budgets, and achieve objectives.

Safety and Risk Management

- **Safety Focus:** Ensure the prioritisation of safety and effective risk management, creating a safety-first operating culture for public and staff safety.
- **Risk Management:** Proven ability to manage the complexities of risks posed by sports, concerts, and other large events.

Governance and Reporting

- **Governance Experience:** Proven experience in directly reporting to a Chairperson and Board.
- **Financial Oversight:** Strong financial acumen, including managing the reporting and oversight demands of government, Board, and audit.

Innovation and Adaptability

- **Action Oriented:** Action-oriented, adaptable, and innovative approach to business planning and execution.
- **Sustainability Focus:** Commitment to implementing sustainability initiatives and delivering against the statement of intent.

Candidates should embody these criteria, demonstrating the ability to drive the success and sustainability of DVML, and make a significant impact on the cultural and economic landscape of Dunedin. The ideal candidate will be a transformative leader dedicated to fostering innovation and excellence in venue management and delivering outstanding event experiences.



Hours of Work

This is a permanent Full Time position. Due to the nature of the role and the sport, events and entertainment industry, some evening and weekend work will be required to attend meetings and events (in particular on major event days).

Location and Travel

This position will be primarily based at Forsyth Barr Stadium, 130 Anzac Avenue, Dunedin. The nature of the position may require occasional domestic travel to attend scheduled meetings and events.

Remuneration Guide

An attractive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experience. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Candidates are invited to discuss their salary expectations with Sportspeople Recruitment prior to applying.

Residency and Immigration

DVML will consider internationally based candidates who meet work visa requirements without visa sponsorship and will accommodate time for relocation should this be required prior to starting.

Olympics/Paralympics - EOI

Should your attendance at the Olympic and/or Paralympic Games impede your ability to prepare a comprehensive application for this position, you are welcome to submit a formal Expression of Interest before the advertised close date via email to admin@sportspeoplerecruitment.com in order to be considered for this role.

Timelines

First round shortlist interviews (late August) will likely be held online, accommodating candidates regardless of location.

Final interviews and the appointment of this role are scheduled for September, 2024.

The successful candidate would be expected to commence duties as soon as possible, mindful of notice periods and general availability.

Website & Social Media

For more information and news items on all facets of activities, services and programs, visit:

Dunedin Venues website: dunedinvenues.co.nz

Forsyth Barr Stadium: forsythbarrstadium.co.nz

Facebook: facebook.com/ForsythBarrStadium

Facebook: facebook.com/DunedinCentre



Please apply now to avoid missing out!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately.

If you are intending to apply, please do so now. We reserve the right to close the role as soon as sufficient merit applications are received.

Applications close: 5pm Wednesday 7 August, 2024

Candidates must complete and submit the COMPULSORY **Sportspeople Recruitment Application Form** at the time of applying. The form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

Apply to

Your application should be sent electronically via the "apply now" link at the advertisement via sportspeoplerecruitment.com/jobs

Enquiries

In the first instance general enquiries should be directed to **Karen Good on +64 21 231 9602** or **FREECALL NZ 0800 634 388** or **+61 2 9555 5000** or via admin@sportspeoplerecruitment.com

About Sportspeople Recruitment

The CEO Dunedin Venues Management Ltd search and recruitment process is being managed exclusively by Sportspeople Recruitment.

Sportspeople Recruitment is a leading executive search and recruitment firm servicing sport business. Celebrating 28 years in 2024 our curated Talent Network has been developed as a result of successfully filling thousands of roles across the A-Z of sport business employers. We offer the most experienced Consultant team in the market available to assist with executive search, general recruitment, hiring strategy, remuneration planning and executive/Board advice.

We are delighted to have been appointed by Dunedin Venues as the exclusive search partner for the Chief Executive Officer position - *our 259th CEO Search*.

Sportspeople Recruitment
Global Talent - Local Solutions
Proudly servicing Australia and New Zealand

Merit Recruitment

Don't meet every single requirement? Studies have shown women and minority groups are less likely to apply for jobs unless they meet every single qualification. **Sportspeople Recruitment has a reputation as a leader in merit recruitment.** Everything we do has a focus on presenting the best candidates to our client Employer whilst maintaining a commitment to do what we can to address the imbalance of under-represented groups in leadership positions.

If you believe you have what it takes to perform this job but don't tick off every single qualification and experience we've listed, we encourage you to focus on the strengths, experience, qualifications and soft-skills you do have as the reasons you should apply.

[Believe in yourself](#) and if still in doubt call our Consultant for a quick chat or simply apply. Without an application we can't consider you and we'll never consider your application a waste of our time.

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