



## **Position Description:**

### **Administration & Membership Co-ordinator**

The Brewers Guild of New Zealand are seeking a part-time Administration & Membership Co-ordinator. This is a contracted, work from home, role and presents the right candidate with the opportunity for engaging, fun and challenging work with significant work/ life balance.

#### **About the Brewers Guild**

The Brewers Guild of New Zealand (BGNZ) is the industry organisation for breweries in New Zealand. Our goal is to provide value to our members, sharing knowledge & expertise, all while celebrating our unique and diverse industry.

Much of our work revolves around supporting our membership with resources and advice, while also providing opportunities for training, and collaboration. We have several major events each year including the NZ Beer Awards, judging and Gala celebration, conference, seminars and regional events. We also actively engage with Government and stakeholders on a range of regulatory reform issues.

#### **Purpose of the Role**

You'll be the operational backbone of our team, ensuring our administration, communications and logistics run smoothly and professionally. You'll be a key part of our small but mighty team, making sure our systems, communications, and logistics are well-organised, responsive, and member focused.

We're looking for someone who brings initiative, fresh thinking, and a collaborative spirit — someone who's not afraid to suggest better ways of doing things and enjoys being part of a team that works hard, celebrates often, and has a bit of fun along the way.

#### **About You**

You're a detail-driven organiser with a collaborative spirit and a love for variety. Whether it's wrangling spreadsheets, supporting event co-ordination and marketing activities to managing competition entries, logistics and our financial systems, you bring initiative, warmth and precision to the role. With the ability to thrive under pressure, communicate clearly, answer our member queries daily and support the Executive Director across a variety of work projects you will be able to balance both the workload in a flexible manner.

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#### **Key Responsibilities**

##### **Administration & Membership Coordination**

- Manage membership renewals, invoicing, and database updates
- Liaise with bookkeepers and track payments via Xero and Stripe
- Maintain member benefits and supplier listings on the website
- Support the Executive Director (ED) in developing strategies for membership growth

## **NZ Ale Trail & Beer Tourism**

- Support the ED to grow the Beer Tourism proposition via promotions and initiatives
- Manage NZ Ale Trail listings on the website, keeping information current & engaging

## **NZ Beer Awards**

- Work with the ED to set key dates, and coordinate logistics with venues and suppliers and prepare the entry guide
- Manage the project plan for the competition including running team meetings, liaising with head judge, head steward, advisory panel and wider team while also co-ordinating volunteer applications, briefing and communications
- Maintain and update the competition manual, website information and respond to queries
- Manage entries, learn and run the judging software and deliver the event onsite across 7 days
- Collate results and prepare content for the Results Catalogue, manage the spreadsheets, prepare reports and be confident in process

## **Events & Sponsorship & Gala Support**

- Assist with sponsor engagement and retention
- Manage ticketing, seating plans, and event logistics

## **Marketing & Communications**

- Support the ED to create and deliver social content for BGNZ and the NZ Ale Trail
- Run promotions and competitions to raise industry visibility
- Update website content including webinars, news, jobs, and events

## **General Administration**

- Manage databases and prepare monthly financial reports for board meetings
- Design and deliver surveys, prepare and send newsletters and update and manage the website
- Supporting the ED with administration duties, including budgets

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## **Skills & Experience**

**Must-Haves (Essential Skills & Experience)** - Core capabilities we need for you to succeed in the role:

- 3 + years of administration and customer service experience
- Strong organisational and time management skills – a definite can-do attitude
- Excellent written and verbal communication
- Tech-savvy and ability to self-learn new programs and systems
- Excel wizard & financial management – spreadsheets are a big part of this role
- Ability to work independently and manage multiple tasks

- A friendly, professional approach to stakeholder engagement
- Work with the ebb and flow of the role – busy from Feb – Sept, less busy in summer 😊 & the ability to travel as and when required to major events & activities
- Calm under pressure, proactive and solutions focused

**Nice-to-Haves (Desirable Skills & Experience)** - Bonus skills that would be great, but not required:

- Familiarity with Xero, Cognito, or Mailchimp, Wix & Wordpress
  - Experience in event coordination & logistics (freight & events)
  - Knowledge or experience with membership-based organisations
  - Some experience with social media – content creation & scheduling tools
  - Experience working remotely or in a small team environment
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## **Further Information:**

### **About You**

You're outcome-oriented, detail-focused, and a clear communicator — comfortable engaging with a wide range of stakeholders and confident juggling multiple priorities. You're someone who learns quickly, takes initiative, and is ready to hit the ground running. While prior knowledge of the brewing industry is a bonus, it's not essential — we're more interested in your attitude, adaptability, and ability to get things done.

You'll need to be available for travel when required, including two key events that may involve being away from home for 5–7 days. These events can be physically demanding, with early starts, late nights, and plenty of time on your feet — including lifting and carrying during pack-in and pack-out. A reasonable level of physical fitness is important.

### **Hours, Location & Requirements**

- The role averages **15–20 hours per week**, with flexibility to scale up to **40+ hours during peak event periods**
- Daily hours should fall within standard business hours, though some variation may be required during events
- This is a **contractor / work-from-home** position that can be performed from anywhere in New Zealand
- Preference may be given to candidates based in **Christchurch**, to support collaboration with our Christchurch-based Executive Director and foster a team environment, however location is not a deal breaker for the right person
- Ideally, you'll be located near a **major airport** to support ease of travel
- As a contractor, you'll be expected to have access to your own office setup and tools of the trade (e.g. laptop, phone, printer). A laptop can be provided if preferred