



TBNZ Media Officer

Job Description

Reports to:

Chief Executive Officer (CEO)

Liases with:

CEO

Management Team members

Responsibilities:

1. To promote the sport of Tenpin Bowling via the media.
2. Support the preparation of a press release for TBNZ ranked tournament.
3. Support the TBNZ National Squad Manager in the preparation of a press release on each New Zealand team selection
4. Distribute all press releases to the appropriate media (nationwide).
5. Ensure that all press releases are displayed on the TBNZ website and other media as required.
6. Maintain a register containing contact details for all media contacts.
7. Provide quality assurance support to the Management Team for communication materials they produce, where required.
8. Maintaining relationships with media personal and seeking advice on how to achieve above objectives.