# Unwin Manager contract – a short explainer

1 October 2024

## Introduction

Unwin lodge is the flagship accommodation asset for the NZAC. Situated in Aoraki Mt Cook National Park, it consists of a 48-bunk lodge and a 2-bedroom manager’s house. It is used by members, groups, commercial guiding companies, schools and the public, as a base for further exploration of this special National Park.

## Responsibilities

Managing the successful operation of Unwin lodge. This includes all bookings, guest inquiries and financial management in conjunction with the NZAC office. Cleaning and maintenance items, grounds-keeping. Management of health and safety of the facility. Liaison with stakeholder group and DOC as required. Planning of events and marketing to support lodge usage. Creating a welcoming and inclusive atmosphere for club members and guests, such that they want to return.

Historically our managers have been a couple who manage the lodge between them. This is not a pre-requisite but may help with managing the load.

## Person requirements

The main considerations are:

* Familiarity and alignment with the NZAC kaupapa
* Personable, open, welcoming and calm
* Problem solver and independent workers
* Attention to detail for bookings, financials and maintenance tasks
* Understanding of conservation, national parks and DOC
* Intention to integrate into the Mt Cook community
* Understanding and knowledge of climbing, especially in the Aoraki region, desired but not essential

## Payment and term

This is a Club position that is a lifestyle, not just a job. It is an incredibly privileged position but will not be a get rich quick scheme. This would suit someone who has other sources of income or no longer needs a full-time wage to survive.

The payment is by way of a monthly stipend and commission on bed-nights. The commission set-up means that your hard work in promoting the lodge and maximizing usage will be rewarded in your income. The position comes with full use of the Warden’s quarters and power, phone and internet inclusions. There is a travel allowance but you will need to supply a vehicle.

We are hoping to find someone who is looking to commit to this lifestyle change for a number of years. However, the minimum contract term in the first instance is 2 years.

## Time expectations

The lodge managers are expected to be available for guests most of the time, and at a minimum, in the morning and evening, when people are coming and going from the lodge. This is not a position that will allow you to do extensive climbing trips, unless there are two people who take turns. Cleaning is usually undertaken mid-morning to ensure the lodge is clean and tidy prior to other groups arriving. They are expected to be at the lodge for the busy summer period.

Holidays provide welcome respite for managers. As this is a contract position, the managers are expected to organize their own ‘lodge-sitters’ if they are going to be away, and the success of this arrangement falls to the incumbent manager.

## Club vision for the lodge

The lodge was updated significantly in 2012 with a vision that it could become a significant income generator for the Club, as well as being a wonderful base for our members. This vision has not been fully realized and we believe there are still opportunities to maximise the revenue generation, while maintaining it as a key Club facility.

We would like the incoming managers to have a similar vision and be willing to work to grow occupancy and revenue generation at the facility.

## Recruitment process

To apply for this position, please write a cover letter explaining why you think that you would be a good fit for the position, and how you might go about maintaining Club member satisfaction while also increasing occupancy rates.

Please also submit a short CV highlighting your experience that is transferable to this position.

Contract terms are negotiable with the right candidate and indicative rates will be released on request.