



**AUS CAREER PATHWAY PROGRAM**  
**INTERNSHIP POSITION DESCRIPTION**

**POSITION**

Broadcast & Video Design Assistant - RUG

**DEPARTMENT**

Marketing

Australian University Sport (AUS) is the peak governing body of university sport in Australia. There are 42 member institutions nationally that AUS provides services to fulfil on the following aims:

- Foster university sport as a relevant and important part of university life
- Facilitate opportunities for students to participate in competitive sport at a regional, national and international level
- Provide national policy in relation to university sport
- Lobby and represent, on behalf of its members, the sporting needs of Australia's university students.

**MARKETING AND SPONSORSHIP VOLUNTEER PROGRAM OVERVIEW**

This role reports to the national marketing team based in head office (Brisbane) and as such will be part of a national team that delivers services across the entire suite of AUS events including:

- AUS National Conference
- Australian University Championships
- Regional University Games (Northern, Eastern, Southern and Western)
- Snow Unigames
- Australian University Games

There are 35 internship positions on offer annually located in a range of different locations that assist the AUS marketing team to deliver a range of services across marketing, media, social media, sponsorship, graphic design and video production.

Event Locations:

Northern University Games: Rockhampton/Yeppoon QLD, 2-6 July 2017

Southern University Games: Geelong VIC, 2-6 July 2017

Eastern University Games: Newcastle NSW, 2-6 July 2017

Western University Games: Bunbury WA, 2-5 July 2017

Location	Eastern Unigames (Newcastle)	Northern Unigames (Rockhampton)	Southern Unigames (Geelong)	Western Unigames (Bunbury)	Australian Unigames (Gold Coast)
Marketing Supervisor	1	1	1	1	1
Sponsorship Supervisor	1	1	1	1	1
Media & Communications Supervisor	1	1	1	1	1
Broadcast & Video Design Assistant	1	1	1	1	1
Digital Media Assistant	1	1	1	1	1

These internships require a commitment of six months to the program (depending on the role) comprised of six contact hours per week, preferably completed in one working day. In your role you will be required to use your own laptop however AUS will provide access to all other programs and tools required to complete your tasks. It is preferable that you complete your weekly contact hours at your nearest AUS office however if this is not possible AUS is willing to work out a remote access option if required.

For undergraduate students, AUS is willing to complete any paperwork required to enable you to attribute the work experience hours towards any relevant areas of study and upon completion of the volunteer role AUS will supply you with a letter of recognition.

Note that accommodation during the event will not be provided, and must be arranged by the successful applicants. Uniforms and meals during rostered hours will be provided.

**POSITION**

Broadcast & Video Design Assistant - RUG

**DEPARTMENT**

Marketing

**POSITION PURPOSE**

The Broadcast & Video Design Assistant role exists primarily to assist the Marketing and Sponsorship Coordinator to deliver all activities associated with producing video content for distribution via AUS social media channels and website as well as broadcasting footage of the Games via the AUS YouTube Channel – UnigamesTV.

**PRIOR TO AND POST EVENTS**

- Produce event videos including Opening Ceremony reels and social media packages
- Establish a filing system to ensure the integrity of the content is managed properly
- Produce event intro and outro artwork
- Produce other video content as required
- Assist in file management

**DURING THE EVENTS**

- Manage the capture and filing of video content from multiple sources
- Edit and package raw video content into highlight reels or interviews and top and tail with intro/outro artwork
- Publish video content to the UnigamesTV YouTube channel
- Share content from YouTube via other social media channels and the event website

**KNOWLEDGE SKILLS AND EXPERIENCE**

The Screen Production Supervisor volunteer role would suit a person studying film or television production and has an interest in broadcasting sports and sponsor content to a live audience through packaged content.

The Broadcast & Video Design Assistant role would suit a person studying film or television production and has an interest in broadcasting grass roots sports via online channels through live streaming and packaged content.

**DESIRABLE ATTRIBUTES:**

- Video editing and video production experience
- Experience using video editing software
- Excellent organisational skills
- Experience in dealing with a wide variety of people

**PERSONAL ATTRIBUTES:**

- Ability to work as part of a team
- Ability to prioritise and meet deadlines
- Enthusiastic and motivated approach
- Well-developed customer service and problem solving skills
- Ability to take initiative
- Exercise judgment and work without supervision
- A friendly and approachable manner
- A personality that will do what it takes to get the job done!
- A car and valid driver's license

**OTHER REQUIREMENTS:**

- This role requires that you own your own laptop with video editing software
- Commit to at least six hours per week in the Games office in the short lead up to the event
- Attend compulsory training sessions to ensure you are familiar with event policies and procedures
- Attend the entire duration of the Games competition
- Wear the Games uniform as required
- Be neatly groomed at all times
- Be punctual and reliable
- Be an unbiased non competitor in the event
- Conduct yourself in a professional manner and uphold AUS policies and guidelines



## HOW TO APPLY

- Duration of position:** March - July 2017
- Number of hours:** It is anticipated this role will need to work at least one day per week (approx. six hours per day) in the lead up to, and during the event, and full time (approx. 9am-5pm) during the Games delivery period (2 - 6 July).
- Training:** Induction will be provided upon appointment and on the job training will be provided over the duration of the role.
- Applications close:** 3 March 2017 11:59PM AEDT
- Interviews:** From 9 March 2017 via Skype
- How to apply:**

1. Read the position description in detail to understand what is expected of you
2. Check to ensure you are available for the duration of the position
3. Update your resume to no more than three pages
4. Submit your application via email to [aus.marketing@unisport.com.au](mailto:aus.marketing@unisport.com.au) and place the role title you wish to apply for along with your location in the subject line of your email.

*All applications will be acknowledged and successful candidates will be contacted for an interview.*

## FOR MORE INFORMATION

Sean McMahon  
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*The details within this position description may change at any time in the lead up to the events. Volunteers will be notified of any changes to their position description, if and when they occur.*