



**AUS CAREER PATHWAY PROGRAM  
INTERNSHIP POSITION DESCRIPTION**

**POSITION**

Media & Communications Supervisor - 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 INTERNSHIP 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.

These positions include:

**Head Office** – either Brisbane or Gold Coast

- 1 x Marketing Coordinator
- 1 x Media & Communications Coordinator
- 2 x Sponsorship Coordinator
- 1 x Broadcast & Video Design Coordinator
- 2 x Digital Media Coordinator
- 2 x Graphic Design Assistant

**Event location based -**

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



This internship requires a commitment of either five or ten months to the program (depending on your availability) comprised of eight contact hours per week, preferably completed in one or two working days.

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 internship AUS will supply you with a letter of recognition.

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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**

Media & Communications Supervisor - RUG

#### **DEPARTMENT**

Marketing

#### **DOES THIS SOUND LIKE YOU?**

The Media & Communications Supervisor is a key person within the event media centre and will be responsible for proactive and reactive communication with media to identify angles, coordinate media opportunities and disseminate key messages and public relations material about the event. The Media Assistant the key point of contact for Games time volunteers including journalists and photographers.

#### **PRIOR TO AND POST EVENT**

- Prepare media centre resources
- Assist in establishing media story angles and ideas
- Develop rosters for photographers and journalists
- Prepare event briefs for photographers and journalists
- Develop the filing system for stories and photos submitted during the event
- Assist with the compilation of media and marketing material for the event
- Assist in writing event electronic direct mailings (EDMs)
- Assist in compiling media reports

#### **DURING THE EVENTS**

- Assist to action and coordinate requests for interviews and media opportunities
- Manage journalists and photographers including
  - Assigning story tasks and angles
  - Ensuring deadlines are met
  - Collating stories and filing photos
- Write public relations collateral
- Assist with staffing and managing the media centre

#### **ABOUT YOU**

The Media & Communications role would suit a person studying public relations, journalism or communications.

#### **DESIRABLE ATTRIBUTES:**

- Experience in the field of public relations, media or a related discipline
- Excellent writing, verbal and organisational skills
- Experience in communicating with a wide variety of people
- Ability to prioritise and meet deadlines, and manage expectations of stakeholders
- Demonstrated experience in Microsoft Office
- Knowledge and experience in a similar role desirable

#### **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:**

- Commit to at least six hours per week in the Games office in the 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 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 13 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  
Communications & Marketing Manager  
E: [sean.mcmahon@unisport.com.au](mailto:sean.mcmahon@unisport.com.au)

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