



INTERNSHIP POSITION DESCRIPTION

PHOTOGRAPHY MANAGER

Regional University Games

POSITION

Photography Manager - RUG

DEPARTMENT

Marketing

LOCATION

During the event, the role will be based at a specific sport hub encompassing a single or multiple venues for each particular shift as well as the games centre to assist with photography upload.

The Regional University Games will be held simultaneously across Australia:

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

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.

ABOUT AUSTRALIAN UNIVERSITY SPORT

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 members, the sporting needs of Australia's university students.

POSITION PURPOSE

To coordinate photographer rosters & communicate with photographers as well as manage photo upload during and post event.

REPORTING / WORKING RELATIONSHIPS

The Photography Manager will report to the Marketing & Sponsorship Coordinator who ultimately reports to the Event Project Manager.

The Photography Manager will also work closely with the following people:

- AUS staff
- Other photographers
- Journalists
- Games time volunteers
- Students
- University Team Managers

KEY TASKS AND RESPONSIBILITIES

During the event

- Identify and capture images at the Games, special events, social program and medal ceremonies to use for media and marketing purposes
- Work with journalists to supply shots to accompany their stories
- Meet strict editorial deadlines during Games time
- Download, label, sort and supply photos daily during the Games
- Other duties as required



KNOWLEDGE SKILLS AND EXPERIENCE

The photography manager's role would suit a person studying photography and someone who has their own photography equipment.

DESIRABLE ATTRIBUTES:

- Must have a car and valid drivers license
- Able to use own photography equipment
- Excellent organisational skills
- Experience in dealing with a wide variety of people
- Good computer skills
- Good communication skills
- Administration skills
- Ability to prioritise and meet deadlines
- Excellent written communication skills
- Photography experience desirable

PERSONAL ATTRIBUTES:

- Ability to work as part of a team
- Enthusiastic and motivated approach
- Well developed customer service and problem solving skills
- Ability to take the initiative
- Exercise judgment and work without supervision
- A friendly and approachable manner

OTHER REQUIREMENTS:

- Attend compulsory training sessions to ensure that you are familiar with event policies and procedures
- Attend the entire duration of the Games competition
- Wear the Games uniform as required and be neatly groomed at all times
- Conduct self in a professional manner by being punctual, reliable and neatly groomed at all times

POSITION PARTICULARS

Duration of position:	3 weeks – 26 June - 13 July 2017 (Build Week, Event, Post)
Number of hours:	It is anticipated that the photography manager will need to work full time during the event period as well as be available during build week and post games week to control photo upload. There will be breaks between sports and ceremonies, so may be subject to change.
Training:	Induction and training will occur prior to the commencement of the Games and on the job training will be provided over the period of the role. A photography manager briefing will be delivered the week before the event.
Applications close:	Monday 5 June 2017
Examples of work:	Photographers will be required to submit examples of their work after the close of applications

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. Email your applications to aus.marketing@unisport.com.au using the subject line "Photography Manager application – Regional University Games"

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



FOR MORE INFORMATION

E: aus.marketing@unisport.com.au

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