



AUS CAREER PATHWAY PROGRAM

INTERNSHIP POSITION DESCRIPTION

POSITION

Sponsorship Supervisor - RUG

DEPARTMENT

Marketing

WANT TO WORK FOR THE NATIONAL UNIVERSITY SPORT BODY?

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.

AUS is committed to the principle of ongoing continual improvement and the spirit of doing one's best. As an AUS team member, you can expect to be part of a team that is dedicated to excellence and high performance, prides itself on operational best practice, promotes inclusion and respect for diversity and allows for flexible work arrangements that assist to balance family, study and work commitments.

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:

- Unibattle
- 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 -

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 four months to the program comprised of eight to ten contact hours per week, preferably completed in one to two working days. 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 internship AUS will supply you with a letter of recognition.

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KEY TASKS AND RESPONSIBILITIES

The Sponsorship Supervisor will assist the AUS marketing team to develop and deliver all marketing, media, social media and sponsorship activities in the lead up to and during the relevant AUS events that you are assigned to.

Furthermore, during an event period you will take on a supervisory role liaising with other members of the event marketing team.

PRE AND POST EVENT PERIOD

- Develop sponsor activation schedules in consultation with the Commercial and Sponsorship Executive to deliver on agreed campaign outcomes
- Develop and maintain event time sponsor activation manuals
- Manage, file and schedule event and sponsor social media content on Facebook, Instagram, Twitter, YouTube and Snapchat
- Execute sponsor activation activities
- Assist in the programming and coordination of advertising in live streaming broadcasts
- Assist in writing event electronic direct mailings (EDMs)
- Assist in managing invitations and RSVPs
- Assist in marketing and sponsorship reporting

DURING EVENTS

- Assist in troubleshooting and responding to issues which sponsors may encounter during the event
- Ensure that all sponsorship deliverables are met at a professional standard as per partnership agreements
- Oversee the social media post schedule with a particular focus on leveraging sponsor digital campaigns
- Monitor, respond to and report on social media activity, including direct messages, participant comments and posts and third party posts
- Oversee the UnigamesTV broadcast and social media Games time volunteers
- Other duties as required to ensure the Games are nothing but "serious sport, serious fun!"

ABOUT YOU

The Sponsorship Supervisor role would suit a person studying marketing, events marketing or events management with an interest in sponsorship, brand management or sport marketing. It would also suit someone who has previous experience in brand activation.

DESIRABLE ATTRIBUTES:

- Excellent organisational skills and written and verbal communication skills
- Confidence communicating with internal and external stakeholders, including sponsors, staff, volunteers and VIPs
- Demonstrable experience in social media management (preferably including Facebook, Instagram, Twitter, Snapchat and YouTube)
- Experience in managing and interacting with a wide variety of people
- Ability to set up signage, tents and other heavy equipment
- Demonstrated experience in Microsoft Office



PERSONAL ATTRIBUTES:

- Enthusiastic and motivated approach
- Ability to work as part of a team and a personality that will do what it takes to get the job done!
- Ability to prioritise and meet deadlines, work autonomously and manage projects over extended timeframes
- Ability to take initiative, exercise judgment and work without supervision
- A friendly and approachable manner with well-developed customer service and problem solving skills

OTHER REQUIREMENTS:

- Commit to at least eight contact hours per week in the office
- Attend compulsory training sessions to ensure you are familiar with event policies and procedures
- Attend the entire duration of Games delivery periods throughout the year (build week and event week)
- 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 eight hours per week in the lead up to, between and after the events, and full time (9am to 5pm Monday to Friday) during the two weeks of Games delivery period (26 June - 6 July 2017).

Training: Induction will be provided upon appointment and on the job training will be provided over the duration of the role.

Applications close: Monday 6 March 2017 11:59PM AEDT

Interviews: From Monday 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 jordan.mullan@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

Jordan Mullan
Commercial & Sponsorship Executive
E: jordan.mullan@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.