



VOLUNTEER POSITION DESCRIPTION

JOURNALIST

2017 Northern University Games

POSITION

Journalist (Four positions available)

DEPARTMENT

Media & Marketing

LOCATION

Prior to the Games the role will be based at the NUG Office and Games Centre: CQU Sports Centre, CQ University, North Rockhampton
During the event the Journalist can expect to work across a number of venues and then report back to the Games Centre.

ABOUT AUSTRALIAN UNIVERSITY SPORT

Australian University Sport (AUS) is charged with the responsibility to facilitate national and international sporting opportunities on behalf of its member universities. The national sporting program includes a number of high quality national and regional sporting events, including, but not limited to:

- Australian University Games
- Australian University Championships
- Regional University Games (Northern, Eastern, Southern and Western)
- Regional University Championships

AUS is responsible for the planning and conduct of these sporting events on behalf of the university sporting community. AUS delivers the events in a professional manner whilst meeting the needs of students at member universities.

POSITION PURPOSE

The Journalist is responsible for finding fun, entertaining and interesting people and personalities involved in the Games and capturing video interviews with those people that will then be published on the AUS YouTube channel – UnigamesTV.

REPORTING / WORKING RELATIONSHIPS

The Journalist will report to the Media Supervisor who ultimately reports to the Media and Marketing Coordinator and event Project Manager. The Journalist will also work closely with AUS Staff, volunteer photographers, other volunteer journalists and Games time volunteers, student participants and University Team Managers.

KEY TASKS AND RESPONSIBILITIES

- Each journalist will be allocated a designated sport hub where a cluster of sports will take place throughout the Games time period.
- Journalists will be required to travel out to each sport at least once during the event period and conduct video interviews with student participants, volunteers, sport competition managers, sponsors and University team Manager.
- The primary objective of the journalists is to capture fun, entertaining and interesting content involving sport and the students participating.
- These video interviews will then be uploaded to the AUS YouTube channel – UnigamesTV and the content shared across all other AUS social media channels.
- Other important skills that would be useful for a journalist to possess include:
 - Script writing for video footage voice overs
 - Presenting to camera to introduce or summarise video footage
 - Video editing capability
- AUS will provide journalists with smart phones including data to use during their role at the event

KNOWLEDGE SKILLS AND EXPERIENCE



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The Journalist role would suit a person studying journalism, media, communications or public relations.

Desirable attributes:

- Ability to approach and communicate with a variety of people
- Ability to meet strict deadlines
- 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 oneself in a professional manner by being punctual and reliable
- Uphold AUS policies and guidelines

POSITION PARTICULARS



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- Duration of position:** Two weeks – Monday 26 June to Friday 7 July 2017
- Number of hours:** Journalists will be required to work eight hour shifts starting at approximately 9am and finishing at 4pm to ensure they cover as much sport action each day as possible. Shifts will be allocated to all journalists based on availability. Journalists will need to be available for at least three shifts across the event week. It is advantageous for journalists to work during the build week of the event and use this time to find stories and receive training in interview skills.
- Induction & Training:** Journalists are encouraged to attend the Games Volunteer induction. Further to the general induction, a Journalists specific induction will take place the day before sport competition commences. This session **MUST** be attended by the journalists.
- Applications close:** Friday 30 June 2017
- Interviews:** N/A
- How to apply:** To apply for this position please follow these steps:
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. Apply via email nug.coordinator@unisport.com.au

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

FOR MORE INFORMATION

Matt Hunter
2017 Northern University Games Event Coordinator
M: 0437 525 929
E: nug.coordinator@unisport.com.au

The details within this position description may change at any time in the lead up to the 2017 Northern University Games. Volunteers will be notified of any changes to their position description, if and when they occur.



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