



## **VOLUNTEER POSITION DESCRIPTION**

### **SPECIAL EVENTS INTERN**

#### **2017 Northern University Games**

#### **POSITION**

Special Events Intern

#### **DEPARTMENT**

Special Events

#### **LOCATION**

Prior to the Games the role will be based at the NUG office and Games Centre: Student Rep Council office, CQ University, Rockhampton.

#### **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, Southern, Eastern 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 Special Events Intern will be responsible for assisting in the planning and delivery of special events associated with the Games. The role is responsible for key aspects relating to the set up and pack down of special events as well as delivering on sponsor partner objectives.

#### **REPORTING / WORKING RELATIONSHIPS**

The Special Events Intern has line management responsibility and ultimately reports to the Event Coordinator.

The Special Events Intern will also work closely with key event time personnel including:

- Other event personnel
- Event stakeholders and sponsors
- Local councils and governments
- Event volunteers





## **KEY TASKS AND RESPONSIBILITIES**

### **Prior to the event**

- Assist in the planning and coordination of the opening ceremony and closing presentation
- Liaise with venues, sponsors, stakeholders and suppliers relating to the opening ceremony and closing presentation
- Assist with scheduling of Games time special event volunteers and preparing task lists
- Assist in preparing event documentation (eg run sheets, speech notes)
- Assist in managing invitations and RSVPs

### **During the event**

- Assist in the delivery of the opening ceremony, closing presentation and other event activities
- Troubleshoot event issues relating to the above mentioned special events
- Direct and assist guest speakers, performers and suppliers
- Assist in directing Games time special event volunteers to perform their tasks

### **Post event**

- Provide recommendations on improvements for all special events

## **KNOWLEDGE SKILLS AND EXPERIENCE**

The Special Events Intern role would suit a person studying events marketing or events management with an interest in sport, marketing. It would also suit someone who has previous experience in the area of ceremonies.

**NOTE: this role requires heavy lifting and moving heavy equipment. The role also requires evening and late night work (some shifts may end at midnight or later)**

### **Desirable attributes:**

- Excellent organisational skills
- Experience managing and interacting with a wide variety of people
- Ability to set up signage, tents and other heavy equipment
- Ability to prioritise and meet deadlines
- Excellent written and verbal communication skills
- Good computer skills

### **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:**

- 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 that 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 self in a professional manner and uphold AUS policies and guidelines





## POSITION PARTICULARS

- Duration of position:** Mid April – mid July
- Number of hours:** It is anticipated that the Special Event Intern will need to work at least one day per week (approx six hours per day) in the lead up to the event and full time during the event delivery period
- Training:** Induction will be provided upon appointment and on the job training will be provided over the time of the role.
- Applications close:** When position is filled (apply now!)
- Interviews:** TBA
- 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](mailto:nug.coordinator@unisport.com.au)

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

## FOR MORE INFORMATION

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*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.*

