



AUS CAREER PATHWAY PROGRAM INTERNSHIP POSITION DESCRIPTION

POSITION

Media & Communications Intern – Summer Universiade

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 COMMUNICATIONS INTERNSHIP PROGRAM OVERVIEW

This role reports to the Unirooms Team Media Manager (Jump Media) and will work closely with other Jump Media staff as well as AUS Marketing and High Performance staff. This internship requires a commitment of approximately five months comprised of eight contact hours per week, preferably completed in one or two working days. In addition, the intern will be required to attend the 2017 Summer Universiade in Taipei from approx. 18-30 August as part of the Unirooms team. AUS will fund the intern's participation in the event (economy flights, accommodation in village, dress uniform, ground transport, meals).

It is preferable that weekly contact hours are completed at Jump Media offices, however if this is not possible, work can be conducted remotely or at the nearest AUS office (Brisbane, Gold Coast, Sydney, Melbourne, Perth).

For undergraduate students, AUS and Jump Media are 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.

DOES THIS SOUND LIKE YOU?

The Media & Communications Intern will be someone proficient in multimedia, photography and social and digital media but who also has writing and research skills and a strong interest in sport.

PRIOR TO, AND POST EVENT

As directed, the intern will assist with the team media and communications strategy in the following areas:

- Research
- Prepare and write media resources
- Assist with the compilation of media and marketing material for the event
- Photography, videography
- Editing, compiling photos and videos
- Assist in writing event electronic direct mailings (EDMs)
- Assist in compiling media reports
- Write public relations collateral
- Photography, videography
- Editing, compiling photos and videos
- Assist with staffing the media centre

ABOUT YOU

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

DESIRABLE ATTRIBUTES:

- Experience in photography and videography (has own equipment)



- 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!

OTHER REQUIREMENTS:

- Commit to at least six hours per week in the lead up to the event
- Attend compulsory training sessions to ensure you are familiar with event policies and procedures
- Attend the Universiade
- Wear the Unirooms uniform as required
- Be neatly groomed at all times
- Be punctual and reliable
- Conduct yourself in a professional manner and uphold AUS policies and guidelines

HOW TO APPLY

Duration of position:	May – September 2017
Number of hours:	It is anticipated this role will need to work at least 6 hours per week in the lead up to, and during the event, and full time during the Universiade (18-30 August).
Training:	Induction will be provided upon appointment and on the job training will be provided over the duration of the role.
Applications close:	28 April 2017
Interviews:	If required will be conducted from 3 May 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 unirooms@unisport.com.au

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

FOR MORE INFORMATION

Toni Lourens
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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.