

Play on the Gold Coast in 2014!



Pan Pacific
Masters Games
GOLD COAST | AUSTRALIA
1 - 9 November 2014

Tourism and Events
Queensland

AUSTRALIA'S
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#summers
Gold Coast
Games for you

PAN PACIFIC MASTERS GAMES – INTERNSHIP INFORMATION SHEET

EVENT INFORMATION

Event:	2014 Pan Pacific Masters Games
Date:	1 - 9 November Registration Centre opening dates: 30 October – 7 November
Location:	Games Village - Gold Coast Convention and Exhibition Centre Cnr TE Peters Drive and Gold Coast Highway, Broadbeach
Event Organisers:	Events Management Queensland Address: Level 2, 105 Upton Street, Bundall Ph: 07 5668 9888
Volunteer Coordinator:	Catherine Wightman Ph: 07 5668 9888 Email: volunteer@goldcoastevents.com.au

Event Summary

The 9th Pan Pacific Masters Games will be held from 1 to 9 November 2014 on the beautiful Gold Coast. An anticipated 12,000 participants from all over the world will compete in the multi-sport event which has stamped itself on the calendar at the beginning of November every two years. There are 42 sports for the over 30s on this year's program with no qualifying standards or times required to enter. The Pan Pacific Masters Games is organised and delivered by Events Management Queensland and is assisted by many volunteers.

Frequently Asked Questions

What sorts of roles are available?

Both internships and volunteer roles are available for the Pan Pacific Masters Games. The role you want to apply for depends on your career objectives, experience and amount of time you can commit towards a role. Volunteer roles are during the event period (30 October – 9 November), whereas Internships involve planning as well as the delivery of the event.

Internships are available in the Operations and Marketing Departments. In addition there is a unique opportunity for Marketing and Communications students to be a part of the News Service Team. Each department has different timeframes due to their different role in planning and delivering the event.

Play it, Live it, Love it!



What is required to apply for an Internship?

Due to the number of applicants and the level of responsibility, Internship selection is treated similar to a job application. If you are interested in an Internship, review the position descriptions available on the Pan Pacific Masters Games website and write a cover letter addressing the skills and abilities you can contribute to the organisation and also what you hope to achieve through the experience. A resume and cover letter are to be uploaded when you complete the application form.

Which Internship should I apply for?

When applying for an Internship you should consider what you are currently studying, your existing skills and experience, what you would like to achieve and how you see yourself contributing to the team. The News Service Team roles are more suited to students studying PR, Marketing or Communications. The remaining internship roles are beneficial to students studying Event or Sport Management.

What happens if I miss out on an Internship?

If you are not selected for an Internship, you will be offered a volunteer role in your preferred department where possible, provided you meet the minimum requirements. If no volunteer positions are available in that area, you will be offered another suitable position in another department. You have the opportunity to accept or decline this offer. Some students take on a volunteer role and then reapply for an Internship at the following event.

What is the time commitment for an Internship versus a volunteer role?

Internships are between 2-4 months in duration depending on the Department. As a minimum, the commitment is one day a week in the office in the lead up to the event and then additional hours over the event period. As a volunteer you must be available for three shifts during peak event time and also attend training.

Do I get paid? What else is provided?

No, these roles are voluntary and unpaid. A meal allowance (or a meal) is provided if you are on shift for anything over 6 hours. Where possible we provide free parking or in some cases transport. Each volunteer and Intern will receive an event t-shirt as well to be worn whilst on shift.

What happens if I am sick, need to work or have a university/TAFE commitment to attend?

Whilst we do prefer to keep to a set schedule, we are flexible if you have an exam or other commitment and have to change your day or time.

Will I receive a reference afterwards?

Post-event all Interns will be provided with a Statement of Service outlining their main tasks, responsibilities and number of hours volunteered at the event. Although we are unable to provide a written personal reference, you may ask your Supervisor or Manager post-event if they will be a referee for your resume. This is at the Manager's discretion and is not guaranteed.

As a general volunteer you will be provided with a Position Description outlining your role. Both Interns and volunteers also receive a Certificate of Appreciation and an invitation to our Thank You Function.

Are Internships and volunteering worthwhile?

Internships at Events Management Queensland are designed to provide students with an opportunity to apply their theoretical knowledge to real-life situations. By completing Internships in your chosen industry

and field, you will be fast-tracking your career development and facilitating your transition from study into the paid workforce. Volunteer roles enable you to be involved in an iconic Gold Coast event, gain hands-on experience and get a taste for the events industry.

How to submit your Application:

All applications are processed online and you can find the link to the online application form on the PPMG website - <http://mastersgames.com.au/ppmg/volunteers/>

If you have any additional questions please see the contact details below.

Catherine Wightman

Event Operations Coordinator

Email: catherine@goldcoastevents.com.au

Phone: 07 5668 9888

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2014 PAN PACIFIC MASTERS GAMES - INTERNSHIPS AND NEWS SERVICE TEAM

Department	Role	Tasks/Accountability	Start Date (week beginning)	Finish Date (week beginning)	Total duration of role	Applications Open	Applications Close
OPERATIONS	Operations Intern (1)	Information Booth	15-Sep-14	10-Nov-14	9 weeks/2.25 months	05-Aug-14	04-Sep-14
	Operations Intern (2)	Volunteer Coordinator	15-Sep-12	10-Nov-14	9 weeks/2.25 months	05-Aug-14	04-Sep-14
REGISTRATIONS	Registrations Intern (1)	Registrations Coordinator	08-Sep-14	10-Nov-14	13 weeks/3.25 months	05-Aug-14	28-Aug-14
	Registrations Intern (2)	Registrations Coordinator	08-Sep-14	10-Nov-14	13 weeks/3.25 months	05-Aug-14	28-Aug-14
MARKETING	News Service Team	10 students in total	31-Oct-14	10-Nov-14	10 days	05-Aug-14	28-Sep-14

GENERAL VOLUNTEER APPLICATIONS CLOSE

5-Oct-14