



PAN PACIFIC MASTERS GAMES

GOLD COAST AUSTRALIA 5-14 NOVEMBER 2021

IT'S LIVE!
in Queensland

SPORT DEVELOPMENT INTERNSHIP POSITION DESCRIPTION

POSITION: Sport Development Internship – 2021 Pan Pacific Masters Games

REPORTS TO: Ryan Mc Donald – General Manager - Sport Services
Samuel Murphy – Sport Development Officer

DETAIL:

Commitment:	One day a week plus additional over event time
Applications open:	Monday 26 July
Start Date:	Week beginning 6 September
Completion Date:	Week beginning 15 November
Remuneration:	Unpaid volunteer role

LOCATION:

Pre-Event: Events Management Queensland Level 2, 105 Upton Street Bundall, QLD 4217	During Event: Various Sporting Locations TBC
---	---

DUTY STATEMENT:

Position Purpose/Context

The Sport Development Intern is a key member of the Sport Services Department of Events Management Queensland (EMQ). EMQ, a wholly owned subsidiary of the Queensland Government (through Events Queensland), manages and organises world-class mass participation sporting events (Gold Coast Marathon and Pan Pacific Masters Games) designed to generate tourism and maximise significant economic impact to the community.

Under the direction of the Sport Services General Manager and Coordinator, the Sport Development Intern's main role will be to proactively assist in reviewing current Sport Services practices and implement strategies to streamline and improve for ease of event delivery of the 2021 Pan Pacific Masters Games (PPMG).

Position Dimensions

Main Contacts: Sport Services General Manager, Sport Development Officer, EMQ Staff.

KEY ACCOUNTABILITIES:

Position-specific:

- Proactively assist by developing Sport Quick Guides for all participating sports (41). This guide becomes a crucial document servicing host organisation's and all departments of EMQ team acting as a one-stop reference guide.
- Proactively work with Sport Trainer service provider to improve servicing our participants and host organisations which may include identifying and mapping venue emergency access points.
- Take a lead role in Results Management for the event by collecting result templates and data from the sports and organising them to be readily uploaded to the website.
- Review sports that could be using a direct link to existing Results Management Platforms and work with sport to make relevant for PPMG.
- Actively assist with recruiting event time Results Administrator Assistants and training on event time practices.

PLAY IT, LIVE IT, LOVE IT!

mastersgames.com.au #PPMG21

- Assist with Indoor Rowing data management, past and present participant communication and sport marketing.
- Work with Sport Coordinator to develop indoor rowing sport schedule and timetable. Input schedule to Concept2 Venue Racing and manipulate colour of boats where necessary.
- Work with Concept2 to develop live race replays and update website periodically during event time.
- Under the direction of Sport Coordinator, take a lead role in Race Directing the Indoor Rowing competition over event days. This may include setting up the room and linking machines, managing volunteers, working the computer system, inputting and uploading results, uploading live race replays and liaising with MC.
- Assisting with the management of other sports throughout the duration of the event.
- Actively assist Sports to prepare and perform the promotion of the Games and the Sports competition, specifically within the Sport and to the wider mature aged sports market, and generally to any interested persons or organisations
- In the few weeks leading up to and during the Pan Pacific Masters Games, this role may include assisting with prize and medal compilation, accreditation, signage and other duties in the delivery of the event.

Company Representation:

- Represent EMQ in a professional and positive manner
- Interact with stakeholders, including sponsors, supporters, customers, staff and other team members with respect and courtesy
- Follow EMQ policies and procedures including office protocols and appropriate channels of communication
- Operate with honesty and integrity, maintaining confidentiality and using discretion with our customer's personal information
- Keep an open dialogue with your Supervisor/Volunteer Coordinator with regards to any issues, challenges or problems that may impact your performance and experience at EMQ

SELECTION CRITERIA:

Work Experience and Skills

Essential:

- Currently undertaking or have previously graduated from a relevant degree at a tertiary education facility
- Demonstrated high level communication and negotiation skills
- Possession of positive interpersonal communication skills
- Demonstrated ability to work autonomously; exercise initiative in undertaking responsibilities and work effectively as a team member.
- Demonstrated high level of organisational and administrative skills and ability to manage and prioritise workload in order to meet deadlines.
- Proven capacity to provide high standard and accurate work within in a fast-paced environment
- Demonstrated high level of computer literacy and proficiency in using Microsoft Office (Word, PowerPoint, Excel, electronic diary and Internet).
- Ability to work abnormal hours and travel when required
- Hold and maintain a current driver's license

Desirable:

- Personal interest or participation in sporting endeavors

ADDITIONAL INFORMATION:

Value to the Intern:

- Statement of Service provided to student post-event on successful completion of the Internship. Statement outlines number of hours contributed and main tasks completed
- Direct supervision and guidance from an industry professional
- Opportunity to apply theoretical knowledge to workplace and develop industry skills
- Opportunity to create a personal network and be part of a team that delivers a world-class event.

Support and resources provided:

- Office induction at EMQ office and onsite induction at each venue depending on the roster
- Event t-shirt and cap to wear when representing EMQ
- Meal or meal allowance provided for shifts of six hours or more

Apply

- To apply please go to – <https://emq.rosterfy.com.au/invite/internships>

For further information on this role, please contact:

Grace Moormann

Volunteer Coordinator

Events Management Queensland

Phone: 5668 9829

Email: grace@goldcoastevents.com.au