

Play on the Gold Coast in 2014!



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

Tourism and Events
Queensland

AUSTRALIA'S
GOLDCOAST.

Australia's
Gold Coast
Festival for Life

POSITION DESCRIPTION – NEWS SERVICE VOLUNTEER

POSITION:	News Service Volunteer – 2014 Pan Pacific Masters Games (PPMG)								
REPORTS TO:	General Manager Marketing and Communications – Rachael Poepppmann								
DETAILS:	<table><tr><td>Commitment:</td><td>Approximately one week</td></tr><tr><td>Start Date:</td><td>Approximately 29 October 2014</td></tr><tr><td>Completion Date:</td><td>9 November 2014</td></tr><tr><td>Remuneration:</td><td>Unpaid volunteer</td></tr></table>	Commitment:	Approximately one week	Start Date:	Approximately 29 October 2014	Completion Date:	9 November 2014	Remuneration:	Unpaid volunteer
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Remuneration:	Unpaid volunteer								
LOCATION:	Events Management Queensland Level 2, 105 Upton Street Bundall, QLD 4217								

DUTY STATEMENT:

Position Purpose/Context

The News Service Volunteer is a key member of the Marketing and Communications Department of Events Management Queensland (EMQ). EMQ, a wholly owned subsidiary of the Queensland Government (through Tourism and Events Queensland), manages and organises world-class mass participation sporting events designed to generate tourism and maximize significant economic impact to the community.

Under the direction of the Marketing and Communications Manager, the News Service Volunteers' main role will be to travel to various sports and seek out stories and then to return to the office to prepare those stories and issue media releases.

Position Dimensions

Main Contacts: General Manager, Marketing and Communications Manager, EMQ Staff, Board, local media, event suppliers, external stakeholders.

KEY ACCOUNTABILITIES:

Position-specific:

- Discuss stories to cover each rostered day at the PPMG at a morning editorial meeting
- Travel to various PPMG sports, interview competitors and convenors, conduct story research
- Take photos to complement the story being written
- Write stories on the PPMG for media release and for official event communications
- Assist with the sub-editing of other stories

Play it, Live it, Love it!



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
- Obtain approval by your Supervisor of any official written communication (ie. Media releases) being issued on behalf of EMQ

SELECTION CRITERIA:**Work Experience and Skills****Essential:**

- Hold and maintain a current driver's license – MUST have license and own transport as you will be traveling each rostered day
- Demonstrated new writing skills and knowledge
- Demonstrated high level communication, interpersonal and media interviewing 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 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

Desirable:

- Personal interest or participation in sporting events or activities

ADDITIONAL INFORMATION:**Value to the Volunteer:**

- Upon request Statement of Service is provided to student post-event
- Direct supervision and guidance from an industry professional
- Opportunity to apply theoretical knowledge to workplace and develop industry skills
- Opportunity to create a network and be part of a team that delivers world-class events.

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
- Reimbursement for parking expenses where no free parking is available
- Meal or meal allowance provided for shifts of six hours or more

For further information on this role, please contact:

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Event Operations Coordinator
Events Management Queensland
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