



PAN PACIFIC MASTERS GAMES

GOLD COAST AUSTRALIA 5-14 NOVEMBER 2021

IT'S LIVE!
in Queensland

POSITION DESCRIPTION GAMES NEWS SERVICE VOLUNTEER

POSITION:	Games News Service Volunteer – 2021 Pan Pacific Masters Games (PPMG)
REPORTS TO:	Marketing and Partnerships Manager -TBC
DETAILS:	Commitment: Approximately 5 - 7 days Start Date: Approximately 3 November Completion Date: 14 November Remuneration: Unpaid volunteer role
LOCATION:	Events Management Queensland Level 2, 105 Upton Street Bundall, QLD 4217

DUTY STATEMENT:

Position Purpose/Context

The Games 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 Games News Service Volunteer's main role will be to travel to various sports and seek out stories and images, and then to return to the office to prepare those stories, issue media releases and assist with social media posting.

Position Dimensions

Main Contacts: Marketing and Partnerships Manager, Graphic Designer, Media Consultant, 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 conveners, 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
- Media liaison and submission of content to media

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 Manager 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 (i.e. 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 licence and own transport as you will be traveling each rostered day
- Demonstrated written skills
- 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 Word
- Mobile phone photography experience

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

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

For further information on this role, please contact:

Grace Moormann

Volunteer Coordinator

Events Management Queensland

Phone: 5668 9829

Email: grace@goldcoastevents.com.au