

# KEY VOLUNTEER POSITION DESCRIPTION

## 2010 AUSTRALIAN UNIVERSITY GAMES (2010 AUG)

<b>ROLE:</b>	<b>Media &amp; Marketing Assistant</b>
<b>VENUE:</b>	<b>2010 AUG Office (Mt Claremont, Perth WA)</b>
<b>REPORTS TO:</b>	<b>Media &amp; Marketing Coordinator</b>
<b>START/FINISH DATES:</b>	<b>May 2010 – October 2010</b> (or as arranged with the Media & Marketing Coordinator and Administration & Workforce Coordinator)
<b>TIMES/DAYS:</b>	<b>9.30am – 4.30pm</b> <b>One day per week OR one day per fortnight</b> (or as arranged with the Media & Marketing Coordinator and Administration & Workforce Coordinator)

### Role Summary

The Media & Marketing Assistant is responsible for assisting the Media & Marketing Coordinator with a range of media and marketing related activities for the 2010 Australian University Games (2010 AUG). This role assists in coordinating and supervising all aspects of media relations, website operations and newsletter production and distribution for the Games.

This role also assists in planning and delivering the Media Centre venue for the 2010 AUG.

### Key Tasks & Responsibilities

- Assist in developing processes, procedures, etc for media operations for 2010 AUG
- Assist in producing and distributing media stories for 2010 AUG
- Assist in developing and managing website content and graphics for 2010 AUG
- Liaise regularly with 2010 AUG staff in regards to website content and website updates
- Assist in developing and implementing electronic and print newsletters for 2010 AUG
- Liaise regularly with 2010 AUG staff in regards to newsletter content and submission
- Assist in producing media and marketing documentation such as media schedules, marketing schedules, press releases, media packs, newsletter templates, etc
- Assist in the planning and delivery of the Media Centre venue
- Escalate any issues to the Media & Marketing Coordinator
- Perform and complete other tasks as requested by the Media & Marketing Coordinator

### Knowledge, Skills and Experience

- Knowledge of content management systems such as Dreamweaver with HTML is desirable
- Existing portfolio of media and marketing work is desirable
- Attention to detail and very good proof reading skills
- Excellent computer skills and organisational skills
- Very good communication skills and interpersonal skills
- Enthusiastic and motivated approach
- Ability to prioritise and meet deadlines
- Ability to receive and follow directions

- Ability to work as part of a team, as well as individually as required
- Ability to show initiative and exercise sound judgement
- Previous experience in media, marketing, public relations and/or website design/administration is highly desirable
- Previous experience as an events volunteer is advantageous

## Requirements

- Commit to at least one day per week or one day per fortnight at the 2010 AUG Office
- Follow the policies and procedures of the 2010 AUG
- Promote and commit to the values of the 2010 AUG
- Conduct self in a professional manner by being punctual, reliable and neatly groomed at all times
- Attend compulsory 2010 AUG training sessions as required

## How to Apply:

1. Read through the position description
2. Apply using the **2010 AUG Volunteer Application Form**:
  - a) download **here**
  - b) **OR** telephone 08 9284 9183 for a paper copy to be sent to you
3. Complete all sections of the application form
4. Forward your application to the Administration & Workforce Coordinator:

Email: [aug.volunteer@unisport.com.au](mailto:aug.volunteer@unisport.com.au)

Mail: 2010 Australian University Games  
PO Box 2593  
Mt Claremont WA 6010

Fax: 08 9383 9654

All applications will be acknowledged and successful applicants will be contacted accordingly.

If you have any queries with regards to the information within this position description, please contact the Administration & Workforce Coordinator on 08 9284 9183 or email [aug.volunteer@unisport.com.au](mailto:aug.volunteer@unisport.com.au)

*The details within this position description may change at any time in the lead up to the 2010 Australian University Games. Volunteers will be notified of any changes to their position description, if and when they occur.*