



Suncorp Bank Volunteer Program Internship Opportunities

Event:	2014 Gold Coast Airport Marathon
Date:	Race Days – Saturday 5 and Sunday 6 July 2014 Other associated event activities commence from Sunday 23 June through to the event
Location:	Race Precinct: Southport Broadwater Event Parklands Brisbane Registration Centre: TBC Gold Coast Registration Centre: Gold Coast Convention and Exhibition Centre
Event Organisers:	Events Management Queensland (EMQ) Address: Level 2, 105 Upton Street, Bundall Ph: 07 5668 9888
Volunteer Coordinator:	Catherine Wightman Ph: 07 5668 9818 Email: catherine@goldcoastevents.com.au

Event Summary

The Gold Coast Airport Marathon is an annual mass participation event held on the Gold Coast on the first weekend in July. Commencing in 1979, the Gold Coast Airport Marathon is in its 36th year in 2014 and offers a full marathon, half marathon, 10km run, 5.7km challenge and a 4km and 2km Junior Dash for the kids. Attracting runners and walkers from over 40 different countries, a suite of events are offered to accommodate different ages and abilities; with many corporate, fitness and fundraiser groups participating. The premier event, the Full Marathon starts and finishes at the Broadwater Parklands in Southport and stretches from Runaway Bay through to Burleigh. With an anticipated 28,000+ participants in 2014, the Gold Coast Airport Marathon is organised and delivered by Events Management Queensland and is assisted by many community groups, contractors and volunteers.



goldcoastmarathon.com.au

Frequently Asked Questions

What roles are available?

Internships are available in a range of different departments – Operations, Registrations, Marketing and Sport Services. Each department has different timeframes due to their role in planning and delivering the event. A brief description of each department is as follows;

Department	Outline
Marketing	The Marketing Department is responsible for communicating and promoting our events to the world. The Marketing team creates detailed marketing plans to maximise exposure of the events to target markets, generating tourism for the Gold Coast, Queensland and Australia and importantly people to participate in the events. The team develops strategies to generate event entries via brand positioning, advertising, marketing collateral printing, online and social media activity, and PR through media releases and media liaison.
Registrations	The Registrations Department is responsible for the entry process of the event – whether it is an individual, team entry or International elite, the Registration department manages the registration process online. A comprehensive online Registration system is used to manage the 28,000+ entries into the event. The Registrations Department plans and operates the high-traffic Registration Centres in Brisbane and the Gold Coast, alongside the Asics Sport and Leisure Expo. Intern roles are available in all aspects of the Registration process from Team Registrations, Late Entries, Help Desk and Kit Collection Management.
Operations	The Operations Department is responsible for the practical planning, logistics and delivery of the event. Operational tasks include planning of the precinct, crowd control, signage, course management, road closures, waste management, volunteer and personnel management, information services, communications, risk management and more. The four Internship roles encompass different aspects of the operations department including volunteer management, information services and course and precinct planning.
Sport Services	The Sport Services Department looks after many of the services that add value for participants in our events. Electronic timing, championships and competitions, presentations, entertainment, our 10 and 20 year loyalty club, pace runners, medals and trophies all come under the Sport Services banner. As well as accommodating general participants, the Sport Services Department manages our Elite Athlete program which encourages elite runners from Australia and around the world to participate in our event.

Specific Internships:

2014 GOLD COAST AIRPORT MARATHON						
Department	Role	Tasks/Accountability	Applications open	Applications close	Start Date (week beginning)	Finish Date (week beginning)
OPERATIONS	Ops Intern	Course Operations	3/02/14	27/03/14	14/04/14	7/07/14
	Ops Intern	Information Booth	3/02/14	6/04/14	28/04/14	7/07/14
	Ops Intern	Volunteer Coordinator	3/02/14	6/04/14	28/04/14	7/07/14
REGISTRATIONS	Reg Intern	Teams Registrations Coordinator	3/02/14	6/04/14	28/04/14	7/07/14
	Reg Intern	Teams Registrations Coordinator	3/02/14	6/04/14	28/04/14	7/07/14
	Reg Intern	Kit Packing/Collection Coordinator	3/02/14	6/04/14	28/04/14	7/07/14
	Reg Intern	Late Entry/Help Desk Coordinator	3/02/14	6/04/14	28/04/14	7/07/14
	Reg Intern	Late Entry/Help Desk Coordinator	3/02/14	6/04/14	28/04/14	7/07/14
MARKETING	Mktg Intern	GCAM - Media and PR Intern	3/02/14	13/03/14	24/03/14	7/07/14
	Mktg Intern	PPMG - Sports Marketing Intern	3/02/14	13/03/14	24/03/14	10/11/14
SPORT SERVICES	Sport Services Intern	10 & 20 Year Club Assistant	3/02/14	6/04/14	28/04/14	7/07/14

Application process:

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 Gold Coast Airport Marathon 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. You do not need to have a lot of previous experience as we understand you are still studying and the whole point of our internships is to provide you experience in the industry.

Both a cover letter and resume are to be uploaded through the online 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. Marketing Internships 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?

Internships are between 2-6 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 contact hours in the week prior and over the two Race Days. Interns must be available for Saturday 5 July and Sunday 6 July to qualify for an Internship. If offered an Internship, you will arrange a specific day in the office to come in weekly.

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 Intern will receive an event t-shirt 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 commitments and have to change your day or time. However, this will need to work in with the availability of resources in the office and is subject to the Manager's agreement.

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.

Are Internships and volunteering worthwhile?

EMQ Internships are designed to provide you with an opportunity to apply your theoretical knowledge to real-life situations. Internships also provide you with experience of working in an events office and being a part of the process from planning through to delivery. By completing an internship in your chosen industry and field, you will be fast-tracking your career development and facilitating your transition from study into the paid workforce.

How to submit your Application:

All applications are processed through our online volunteer management system. Go to the Gold Coast Airport Marathon website (www.goldcoastmarathon.com.au) and click the link on the volunteer page. Organise your cover letter and resume before you begin the application form – there will be a section in the form where you can upload these documents.

If you have any problems using the system or any additional questions please see the contact details below.

Catherine Wightman
Volunteer Coordinator
Email: catherine@goldcoastevents.com.au
Phone: 07 5668 9818

Mail: Attention: Catherine Wightman
Events Management Queensland
PO Box 4920
Gold Coast Mail Centre
QLD 9726



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