



## GOLD COAST MARATHON 2018

### POSITION DESCRIPTION

### 40<sup>TH</sup> ANNIVERSARY MEMORABILIA INTERN

**POSITION:** 40<sup>TH</sup> Anniversary Memorabilia Intern  
**REPORTS TO:** Courtney Nicholson – Corporate Services Executive  
 Logan Hart – Event Registrations Coordinator

**DETAIL:** Commitment: One day a week plus additional over event time. Must be available race weekend (30 June - 1 July)  
 Applications open: 19<sup>th</sup> February 2017  
 Applications close: 26<sup>th</sup> March 2017  
 Start Date: Week commencing 23<sup>rd</sup> April 2018  
 Completion Date: Sunday 1<sup>st</sup> July 2018  
 Remuneration: Unpaid volunteer role

**LOCATION:** Events Management Queensland - Level 2, 105 Upton Street, Bundall, QLD 4217

#### **DUTY STATEMENT:**

##### ***Position Purpose/Context***

40<sup>th</sup> Anniversary Memorabilia Intern is a key member of the Operations 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 Manager – Corporate Services Executive and Event Registrations Coordinator, the role is to organise the historical displays to be shown in the Registration Centre. On event weekend manage the setup/running and pack down of the historical expo display and assist at race precinct where needed on the Sunday.

##### ***Position Dimensions***

Main Contacts: General Manager - Corporate Services Executive, Event Registrations Coordinator, EMQ Staff.

#### **KEY ACCOUNTABILITIES:**

##### ***Position-specific:***

##### **Pre-event:**

- Sourcing & compiling historical items
- Creating and maintaining item register
- Designing the layout and organisation of the Expo/Gala displays
- Managing the daily set up, running and pack down of Expo.
- Compiling of historical data/ items for the use of all departments
- Restoring/ cleaning historical items
- Create photo memorabilia set up
- Liaise with past entrants via phone or email
- Manage volunteers assisting with the expo display



**During-event:**

- Coordinate the set up and administration of the Expo/Gala Display at the Registration Centres
- Manage the Expo/Display area at the registration centres
- Assist at the race precinct in any area needed

**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:**

- Demonstrated high level communication, interpersonal and negotiation 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
- Ability to work abnormal hours and travel when required

**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
- 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
- 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 fill out an application form at:** <http://bit.ly/2m1SogZ>

**For further information on this role, please contact:**

Courtney Bridgewater

Volunteer Manager

Events Management Queensland

Phone: 07 5668 9815

Email: [courtneyb@goldcoastevents.com.au](mailto:courtneyb@goldcoastevents.com.au)

