



## GOLD COAST MARATHON

### POSITION DESCRIPTION

#### COMMUNITY AND STAKEHOLDER ENGAGEMENT INTERNSHIP

<b>POSITION:</b>	Community Engagement Intern	
<b>REPORTS TO:</b>	Jacob Bush - Marketing Executive Courtney Nicholson - Corporate Services Executive	
<b>DETAIL:</b>	<b>Commitment:</b>	One day a week plus additional over event time. Race days (essential) 30 June and 1 July 2018. Site training (half day) Wednesday 27 June 2018 Elite Athlete Media Conference (recommended) – Friday 29 June 1pm
	Applications open:	19 <sup>th</sup> February 2018
	Applications close:	26 <sup>th</sup> March 2018
	Start date:	Week beginning 16 <sup>th</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

#### **DUTY STATEMENT:**

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

The Community Engagement Intern 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 Executive, the Community Engagement Intern's main role will be to assist with key marketing research and comparative projects involving community engagement to further enhance the local ownership and support of the 2018 Gold Coast Marathon.

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

Main Contacts: General Manager - Marketing Services, Marketing Executive, Manager - Corporate Services and Partnerships, EMQ Staff, Board, local media, event suppliers, sponsors and external stakeholders.

#### **KEY ACCOUNTABILITIES:**

##### ***Position-specific: Community Engagement***

- Carry out the Gold Coast Marathon community engagement program
- Assist with the notification of businesses and residents with the road closure details
- Encourage local residents to enter and support the event through various means
- Design and prepare a supporters toolkit for local businesses and residents to become involved with the event
- Conduct an audit of on course businesses and venues to update the database for road closure information packs
- Research and collate primary school contact details for a database to promote the Junior Dash event
- Research and assist in providing content for story construction
- Assist with the compilation of media kits and promotional items for official event functions



**Position-specific: Stakeholder Engagement**

- Prepare and issue prize packs for ongoing competitions
- Design an accommodation map for visitors to utilise in travel bookings
- Research and assist in providing content for story construction
- Assist with the compilation of media kits and promotional items for official event functions
- Assist with room setup and servicing of sponsors and VIP guests at official event functions

**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:**

- Currently undertaking a relevant degree such as Tourism, Marketing, Communications, Business or Event Management at a higher education institution
- 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 (Word, PowerPoint, Excel, electronic diary and Internet)
- Ability to work abnormal hours and travel when required
- Hold and maintain a current driver's licence

**Desirable:**

- Personal interest or participation in sporting endeavours

**ADDITIONAL INFORMATION:****Value to the Intern:**

- Statement of Service provided to student post-event on successful completion of the Internship.
- Direct supervision and guidance from an industry professional
- 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 online at:** <http://bit.ly/2BMtSLO>

**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)

