



## GOLD COAST MARATHON 2018

### POSITION DESCRIPTION

#### REGISTRATIONS INTERN – TEAMS COORDINATOR

**POSITION:** Registrations Intern – Teams Coordinator  
**REPORTS TO:** Hanna Gopperth - Event Registrations Manager  
 Logan Hart - Event Registrations Coordinator

**DETAIL:**

Commitment:	One day a week plus additional over event time
Applications open:	19 <sup>th</sup> February 2018
Applications close:	26 <sup>th</sup> March 2018
Start Date:	Week commencing 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, QLD 4217  
**Registration Check in Centre**  
**Brisbane:** 22 - 23 June – RICC, Bowen Hills (transport provided)  
**Gold Coast:** 28 June – 30 June – Gold Coast Convention Centre, Broadbeach  
**Race Precinct** – 1 July - Broadwater Parklands, Southport

#### **DUTY STATEMENT:**

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

Events Management Queensland (EMQ) is a wholly owned subsidiary of the Queensland Government (through Tourism and Events Queensland) that manages and organises world-class mass participation sporting events designed to generate tourism and maximize significant economic impact to the community.

The Registration Intern is a key member of the Registrations Department. Under the direction of the Registrations staff, the Registration Intern's main role will be to assist in the planning and coordination of the Registration Centre and Teams Program.

#### **KEY ACCOUNTABILITIES:**

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

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

- Answer entrant registration enquiries
- Process entrant registration changes – including upgrades, transfers and information changes
- Coordinate and conduct pre-event volunteer training
- Update manuals, instructions and signage in preparation for event week
- Pre-pack Team Group Collection Kits – including bibs, race bags and required wristbands
- Coordinate teams group collection process and scheduling collection appointments
- Assist with team tent requirements and set-up
- Assist with other Registration duties as required

##### **During event:**

- Assist with the set-up of the Registration Centre – both in Brisbane (22 June) and Gold Coast (28 June)



- Assist with the management of the Registration Centre – both in Brisbane (23 June) and Gold Coast (28-30 June)
- Management of Volunteers across a range of registration roles
- Assist with onsite management of teams and tents at Race Precinct 30 June - 1 July

#### ***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:***

- Currently undertaking a relevant degree such as Sport Management or Event Management
- 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
- Demonstrated the ability to lead and manage other individuals
- Ability to work abnormal hours (long days during event week starting early but working no later than 8.30pm) and travel when required (Brisbane on both 22 and 23 June – transport provided)

##### ***Desirable:***

- Personal interest or participation in sporting endeavors

#### **ADDITIONAL INFORMATION:**

##### ***Value to the Intern:***

- Event and work experience – a statement of service is provided post-event on successful completion of the Internship. This statement outlines the number of hours contributed and the main tasks completed
- 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 event venue
- 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
- Transport to event venues outside of Gold Coast

***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

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