



POSITION DESCRIPTION

REGISTRATIONS INTERN – TEAMS COORDINATOR

POSITION:	Registrations Intern – Teams Coordinator	
REPORTS TO:	Manager – Event Registrations – Shari Amory	
DETAIL:	Commitment:	One day a week plus additional over event time
	Applications open:	2 February 2015
	Applications close:	27 March 2015
	Start Date:	Week commencing 13 April 2015
	Completion Date:	Week commencing 6 July 2015
	Remuneration:	Unpaid volunteer role
LOCATION:	Events Management Queensland Level 2, 105 Upton Street, Bundall, QLD 4217	

DUTY STATEMENT:

Position Purpose/Context

The Registration Intern is a key member of the Registrations 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 Registrations department, the Registration Intern's main role will be to assist in the planning and administration of the Team aspects of the 2015 Gold Coast Airport Marathon.

Position Dimensions

Main Contacts: Manager – Event Registrations, Event Registrations Officer, Event Operations Coordinator, EMQ Staff.

KEY ACCOUNTABILITIES:

Position-specific:

Pre-event:

- Assist with data entry
- Assist with answering competitor enquiries
- Processing competitor race changes, transfers and information changes
- Assist with the setup and management of team entries
- Assist with the development and management of Team Entry kit collection schedule
- Assist with the training of Teams volunteers
- Assist with Team Tent bookings
- Assist with other Registration duties as required

During event:

- Assist with managing team race kit packing 22 June– 1 July 2015
- Work at the Brisbane Registration Centre, Friday 26 June (set up) and Saturday 27 June 2015

- Work at the Gold Coast Registration Centre July 2 – July 4 2015
- Assist with the training and supervision of Teams volunteers
- Assist with other duties as required

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
- Ability to work abnormal hours and travel when required

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. Statement outlines number of hours contributed and 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 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

For further information on this role, please contact:

Catherine Wightman
 Event Operations Coordinator
 Events Management Queensland
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