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in Queensland



**GOLD COAST
MARATHON**
1-2 JULY 2023 - QUEENSLAND, AUSTRALIA

GOLD COAST MARATHON

POSITION DESCRIPTION

COMMUNITY AND STAKEHOLDER ENGAGEMENT INTERNSHIP

POSITION:	Community Engagement Intern
REPORTS TO:	Logan Hart – Manager – Event Operations Courtney Creen – Manager – Marketing & Partnership Services Tamara Morris – PR Consultant
DETAIL:	Commitment: One day a week plus additional over event time. Race days (essential) 1 and 2 July 2023 Elite Athlete Media Conference (recommended) – Friday 30 June Applications close: 3 rd April 2023 Start Date: Week commencing 17 th April 2023 Completion Date: Sunday 2 nd July 2023 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 maximise significant economic impact to the community.

Under the direction of the Operations Manager and Marketing Team, 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 2023 Gold Coast Marathon.

Position Dimensions

Main Contacts: Manager – Event Operations, Manager – Marketing & Partnership Services, PR Consultant, Volunteer Manager, 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 assist in providing content for story construction
- Assist with the compilation of media kits and promotional items for official event functions
- Assist with Media and PR



Position-specific: Stakeholder Engagement

- 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 Manager 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 send a copy of your resume and cover letter to volunteer@goldcoastevents.com.au. Please include your top 3 preferences of internship role when applying.

For further information on this role, please contact:

Volunteer Manager

Events Management Queensland

Phone: 07 5668 9888

Email: volunteer@goldcoastevents.com.au

