

## POSITION DESCRIPTION

**POSITION TITLE:** Event Registrations Intern

**POSITION OBJECTIVE:**

The Registration Intern is a key member of the Registrations Department playing a hands-on role in bringing this sold-out event to life. Under the direction of the Registrations staff, the Registration Intern's main role will be to assist in the planning and coordination of the fast-paced Registration Centre, Teams Program, Sport & Leisure Expo and exclusive Legends Club.

**POSITION COMMITMENT**

Week beginning Monday 12 May 2025 – Sunday 6 July 2025

One day per week (Bundall office based). Additional days as required from Monday 30 June 2025. Must be available Thursday 3 July – Sunday 6 July.

**REMUNERATION**

Unpaid Internship. \$30 daily per diem.

**REPORTING STRUCTURE**

This position reports directly to the Manager – Event Registrations and has no direct reports.

**KEY DUTIES & RESPONSIBILITIES:**

**Pre-event:**

- Assist with preparation of Race Number collection for a much-anticipated event
- Update manuals, instructions and signage in preparation for event weekend
- Coordinate the team collection process and schedule appointments for team managers
- Assemble Teams Race Numbers for postage or onsite scheduled collection
- Assist in the preparation of Race Numbers; attaching timing chips, companion race numbers, junior dash information and racking race numbers
- Assistance with preparing Legends Club signage, liaising with RSVP's and coordinating onsite requirements
- Assistance with the sorting of Legends Club polo shirts, certificates and trophies
- Gather an understanding of the registration system by assisting with the administration of entrant details in preparation for race weekend

**During event:**

- Assist with the set up and management of the Registration Centre and Sport & Leisure Expo – 3 July - 5 July, 2025

- Assist with the training of Volunteers in preparation of a high-paced environment
- Management of Volunteers across a diverse range of registration roles
- Assist with the distribution of race kits to entrants
- Assist the Expo Manager with the execution of the exhibitor set up
- Manage the Legends Clubhouse over event weekend ensuring a memorable experience for VIP entrants
- Assist with distribution of 63.3km challenge rewards
- Assist with race morning Race Number enquiries and last-minute changes

## **KEY SKILLS & EXPERIENCE**

### ***Experience Required***

- 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

### ***Computer Skills***

- Basic computer skills in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).

### ***Aptitude & Interpersonal Skills***

- An excellent team player who considers organisational goals a priority.
- High level organisational and coordination skills.
- Good time management, with the capacity to work to deadlines.
- Sound written and verbal communication, negotiation and interpersonal skills.
- Awareness of and ability to work in accordance with EMQ policies and procedures.
- Ability to take, interpret and follow instructions.
- Committed towards undertaking duties efficiently, using initiative, creativity and a strong attention to detail.
- A willingness to “pitch in” where required. No job too big or small.
- Positive, energetic attitude and the ability to work under pressure.
- Professional personal presentation.
- Sound internal and external stakeholder management with a customer service orientation.
- High degree of confidentiality.

## **KEY PERFORMANCE INDICATORS (KPIs)**

- Customer (internal and external) satisfaction.

- Representation of the EMQ brand in a professional manner.
- Accuracy of data, filing and information.
- Satisfactory achievement of ongoing targets, goals and objectives as set by EMQ.
- Following of instructions and completion of tasks in a timely, accurate and efficient manner which meet the requirements of EMQ, and regulatory standards.
- Adherence, utilisation and promotion of EMQ's vision, philosophy, core values, quality standards, best practice, policies and procedures and WHS requirements.

**Signed by Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_