

POSITION DESCRIPTION

POSITION TITLE: Event Media/PR Intern

POSITION OBJECTIVE:

Under the direction of the Media Manager/consultant the role is to assist with media and PR initiatives from Monday 30 June – Sunday 6 July 2025 with an opportunity to work inhouse at Events Management Queensland (EMQ) for selected days in the month leading up to the event.

POSITION COMMITMENT

Week beginning 30 June – Sunday 6 July 2025 – times TBC.

Additional days/hours week commencing 10 June TBC.

REMUNERATION

Unpaid internship. \$30 daily per diem.

REPORTING STRUCTURE

This position reports directly to the Media Manager/Media consultant and has no direct reports.

KEY DUTIES & RESPONSIBILITIES pre- event:

- Research newsworthy story angles
- Interview/ write profiles on runners training for the event
- Assist with content collation for the Official Event Program
- Assist with the compilation of media materials for the event webcast/ media calls and television broadcast
- Assist with set up of onsite media centre

KEY DUTIES & RESPONSIBILITIES Friday & Race weekend:

- Manage media accreditation at Elite Media Conference
- Assist with media movement to finish line and mix zones
- Source talent for interviews as required
- Record interviews with athletes
- Write up interviews with athletes
- Assist media managers in media mix zones

KEY SKILLS & EXPERIENCE

Experience Required

- Currently undertaking a communication, PR, media/journalism degree
- Demonstrated high level communication and interpersonal skills

- Demonstrated ability to work autonomously; exercise initiative in undertaking responsibilities and work effectively as a team member
- Proven capacity to provide high standard and accurate work 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.
- Good time management, with the capacity to work to deadlines.
- Sound written and verbal communication and interpersonal skills.
- 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.
- 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.
- Following of instructions and completion of tasks in a timely, accurate and efficient manner which meet the requirements of EMQ, and regulatory standards.

Signed by Employee: _____

Date: _____