

POSITION DESCRIPTION

POSITION TITLE: Media & PR Intern

POSITION OBJECTIVE:

Under the direction of the Media Manager/consultant the role is to assist with media and PR initiatives with an opportunity to work inhouse at Events Management Queensland (EMQ) for selected days leading up to the Gold Coast Marathon.

POSITION COMMITMENT

Week beginning Monday 25 May 2026 – Sunday 19 July 2026.

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 degree in Communications, PR, Media/Journalism
- 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 Intern: _____

Date: _____