

POSITION DESCRIPTION – EVENT INTERN

POSITION TITLE	Event Intern
POSITION LEVEL	Volunteer Position <ul style="list-style-type: none"> • <i>Minimum of 1 day per week</i> • <i>This day will be split between onsite event work & office work</i>
ELEMENT	Campus Life
SECTION	Griffith Sport
LOCATION OF WORK	Office Location: Nathan Campus Event Locations: Nathan, Mount Gravatt, Logan or South Bank Campuses

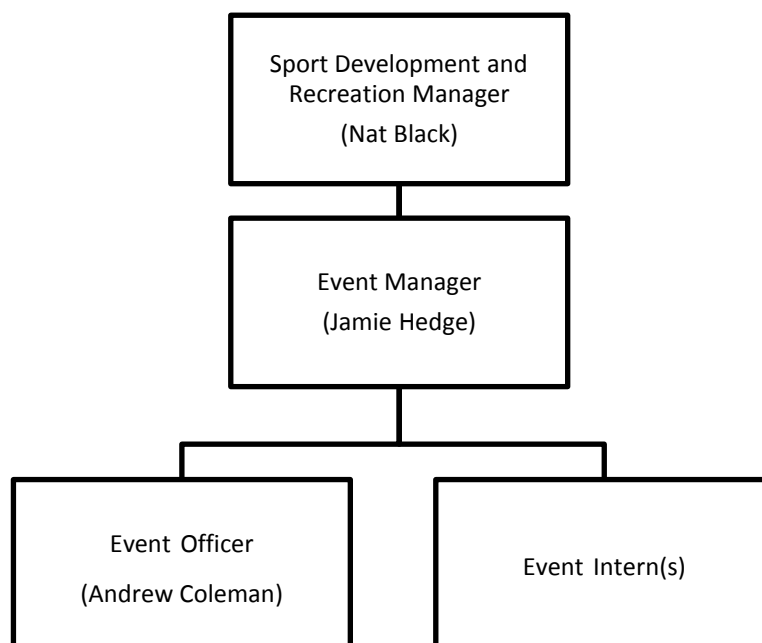
Background

Campus Life provides a range of services which include sport & recreation, food & beverage, retail operations, accommodation services and child care. Facilities Management is also within Campus Life, and is responsible for maintaining and enhancing the built and physical environment of Griffith University.

Griffith Sport, a section of Campus Life, provides a range of sporting and recreational activities, services and facilities for staff, students and the external community on each of the Brisbane and Logan campuses. Promoting active and healthy communities, creating opportunities for social interaction and providing avenues for participants to develop new interests are key objectives. Griffith Sport also supports the development of leadership and teamwork through social, club and competitive sport opportunities.

Based at the Nathan campus, this position assists the Event Coordinator to provide event coordination and management services to the Brisbane & Logan Campuses. Griffith Sport hosts a number of recreational & cultural events throughout each year, including market days, chill out days, cultural events etc. These engagement events are aimed at creating a vibrant and active University campus.

Reporting Relationships



Position Objectives

This position assists the Griffith Sport Event Team (Event Manager and Event Officer) in the execution of Griffith Sport Events, Programs and Activities.

The Griffith Sport Event Team is responsible for the planning, logistics and execution of Griffith Sport events and recreation programs. This portfolio includes over 70 events ranging from sporting events to market days. These events are administered to encourage students to interact, socialise and form friendships as well as to attract the wider community to participate on Griffith campuses. The ethos is one of social inclusion, interaction and fun, and ensuring all people can participate in activities in line with their sporting, exercise and other interests.

Primary Role: You will participate in some fantastic events, and be educated in understanding the different stakeholders and processes involved in delivering successful events. You will gain experience in not only the administration and planning aspects, but also in onsite liaison, through to post event debriefing.

Secondary Role: If you feel you are ready for leadership, you may assist in managing a forthcoming event. You may help develop event toolkits and events plans working more autonomously as a budding Event Manager. You may also receive further exposure to the development of event related marketing collateral, and assist in the development of event concepts to better attract and engage students at Campus events. There is a heavy focus on the importance of engaging students and community members, and to foster positive interactions.

You will undergo an event staff induction and training, receive ongoing support from our events team, and have access to a workstation to complete any tasks. This position will not always be carried out within the office, and you will be able to work onsite at certain events.

Key Accountabilities

- Assist the Event Manager (and Event Officer) in the management of campus events, programs and activities operated by Griffith Sport and Campus Life.
- Provide general administrative support to the Griffith Sport office.
- Support compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Support fair, ethical and professional work practices in accordance with the University Code of Conduct.
- Perform other duties as directed by the Event Manager, Griffith Sport.

Selection Criteria

You should have a background in event management, human resources, marketing, business, logistics, media, and/or communication. The ideal candidate will be well presented, organised, diligent, highly committed and self-motivated. Attention to detail will be vital in this role, along with highly developed people and communication skills, and a can-do attitude. Please also be aware that event days will involve some physical aspects during bump-in and bump-out.

The following will also be required:

- Currently undertaking a degree in Business, Sport and/or Event Management or other relevant degree
- Demonstrated ability to work autonomously, exercise initiative and discretion in undertaking responsibilities and work effectively in a team environment.
- Strong administration skills with high computer literacy and ability to handle completing demands without compromising standards of service and quality.
- Excellent customer service and interpersonal skills including oral and written communication as well as demonstrated experience in working with a wide variety of people.
- Current driver's licence, Blue Card and First Aid & CPR Certificate (we can provide assistance in applying for your Blue Card and paying for your First Aid & CPR if required).

Anticipated Dates/Duration:

Week 1 – Week 12 (25 February –24 May)	One day per week (7.25hours)
Study Week (27-31 May)	One day
Exam Week (3-7 June)	One – Three days (pending availability)
Saturday 8 & Sunday 9 June	Both days – Griffith Sport Logan Fun Run (pending availability)
Exam Week (3-7 June)	One day (pending availability)

Application Process

Please ensure your application includes the following:

- One page covering letter outlining your suitability for the role
- Current curriculum vitae/resume which should include:
 - Full name, address, telephone number and email address
 - Details of education, employment and volunteer history
 - Name and email contacts of suitable referees
- Submit to sportevents@griffith.edu.au to express your interest in this position.

Contact Details:

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