

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 (Additional hours may be required during event weeks)</i> <i>This day will be split between onsite event work & office work</i>
GROUP	Corporate Services
ELEMENT	Campus Life
SECTION	Griffith Sport
LOCATION OF WORK	Office Location: Nathan Campus Event Locations: Nathan, Mount Gravatt, Logan or South Bank Campuses

THE GROUP

The Corporate Services portfolio includes the key corporate services elements of the University: the Office of Planning Services, Finance, Human Resources, Health, Safety and Wellbeing, Campus Life, Office of Digital Solutions, Legal Services Unit, Audit, Risk and Compliance Unit, and University Governance. These elements support and contribute to the overall mission and strategic goals of the University.

THE ELEMENT

Campus Life is responsible for the planning, construction and on-going operation of the University's built environment and grounds. The Office also provides a range of ancillary and support services that encourage student engagement and provide essential amenities to staff, students and visitors of the university.

Griffith Sport forms part of Campus Life and provides a diverse range of sporting and recreational activities, services and facilities for staff, students and the external community. 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 Manager 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.

POSITION DESCRIPTION

This position assists the Griffith Sport Event Team 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 support the planning and delivery of all on-campus events during Trimester One, you will gain experience in developing event documentation, managing stakeholder relations, marketing and promotion of events, onsite event delivery and post-event review and debriefing. You will participate in some fantastic events, and gain understanding of the different stakeholders and processes involved in delivering successful events.

Secondary Role: If you feel you are ready for leadership, you may assist in managing a forthcoming event. Develop event toolkits and event 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 required to work onsite at certain events.

Key Accountabilities

- Assist the Event Manager (and Event Coordinator) 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 the policies and procedures.
- 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.

Anticipated Dates/Duration:

O-Week – Week 11 (7 March – 3 June)	One day per week (7.25 hours) Additional hours may be required over event weeks: <ul style="list-style-type: none"> - O-Week - Week 1 - Week 4 - Week 7 - Week 11
Griffith Sport Nathan Dash	Thursday 21 April
Griffith Sport Logan Fun Run	Saturday 21 & Sunday 22 May

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 competing 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.
- Ideally have a current driver's licence, Blue Card and First Aid & CPR Certificate

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, telephone number and email address
 - Details of education, employment and volunteer history
 - Name and email contacts of suitable referees

Closing Date: Friday 18 February 2022

Anticipated Start Date: First week of March 2022

Contact Details:

Courtney Bridgewater
Event Manager
Griffith Sport
Griffith University

170 Kessels Road, Nathan Campus, N11_1.09C
Griffith University, Nathan 4111

Email: Courtney.bridgewater@griffith.edu.au

Phone: (07) 3735 6639