



## INTERNSHIP POSITION DESCRIPTION

### POSITION

Title:	<b>Ceremonies &amp; Awards Assistant</b> (Internship)
Special focus:	2017 Australian University Games
Location:	Gold Coast, Queensland
Position status:	Internship

### LOCATION

The 2017 Australian University Games (AUGs) will take place from 24 September to 29 September on the Gold Coast, Queensland.

Prior to the Games the role will be based at the AUS Gold Coast office: **Sports House, 337 Christine Ave, Varsity Lakes, Queensland.**

During the event, the role will be based at the AUG Games centre: **Southport Community Centre, 6 Lawson St, Southport and various competition venues across the Gold Coast.**

### ABOUT AUSTRALIAN UNIVERSITY SPORT

Australian University Sport (AUS) is the peak governing body of university sport in Australia. There are 42 member institutions nationally that AUS provides services to fulfil on the following aims:

- Foster university sport as a relevant and important part of university life
- Facilitate opportunities for students to participate in competitive sport at a regional, national and international level
- Provide national policy in relation to university sport
- Lobby and represent, on behalf of its members, the sporting needs of Australia's university students.

AUS is a not-for-profit company limited by guarantee and has a [board of nine](#) to administer and manage the sporting needs for all AUS member institutions. The head office is based in Brisbane with staff also based in regional and event offices in Sydney, Melbourne, Perth and the Gold Coast.

AUS is committed to the principle of ongoing continual improvement and the spirit of doing one's best. As an employee of AUS, you can expect to be part of a team that is dedicated to excellence and high performance, prides itself on operational best practice, promotes inclusion and respect for diversity and allows for flexible work arrangements that assist staff to balance family and work commitments.

### POSITION PURPOSE

The Ceremonies and Awards Assistant is involved in the planning and coordination of all medal ceremonies for each sport at the sport venue and the coordination of the AUG Green and Gold system with the aim to select the best merit teams or individuals for each sport at the Games. They will also assist in the coordination and delivery of the closing presentation including the management of all event trophies.

### REPORTING / WORKING RELATIONSHIPS

The Ceremonies and Awards Assistant reports directly and has line management responsibility to the Sport Coordinator.

The Ceremonies and Awards Assistant will also work closely with key event time personnel including:

- AUS staff working within the event
- Competition managers and key sport volunteers
- Event stakeholders
- External sport selectors (if appointed)
- University Team Managers



## KEY TASKS AND RESPONSIBILITIES

### Prior to the event

- From the trophy database, identify event trophies and contact University Team Managers – (UTMs) re the delivery of these trophies to the event
- Preparation and distribution of trophy hand over forms
- Assist in the preparation for the closing presentation
- Collate correct number of medals for each sport / event and competition and pack for distribution at event time
- Develop medal ceremony run sheets for each sport including notes for guest presenters
- Assist in securing medal presenters for each sport
- Source resources required for medal ceremonies
- Assist in training sport volunteers to deliver medal ceremonies at each sport
- Become familiar with Green and Gold selection policies and procedures for all sports
- Develop position descriptions and relevant information manuals for Green and Gold committee members
- Liaise with Green and Gold committee members to ensure all are aware of their duties
- Compile Green and Gold folders for each committee member with relevant forms, selection tips and timeframes
- Assist in training of competition managers in the Green and Gold selection process
- Preparation of forms and resources to collate and announce Green and Gold teams
- Management of pre selection nominations from universities

### During the event

- Receive event trophies and implement cleaning, updates and repairs as required
- Distribution of medals to sports
- Oversee medal ceremonies and ensure that resources required to implement these ceremonies across all sports are in place
- Attend and take a key role in the closing presentation
- Attend the University Team Manager meeting to distribute committee member folders and ensure that committee members understand their role
- Liaise with the chair of each committee to ensure they are undertaking selections and meeting time frames
- Collate nominations as part of the end of day process
- Collate final teams into relevant documents ready for presentations
- Act as the first point of call for any questions relating to Green and Gold issues

### Post event

- Liaise with the National Programs Coordinator re trophies not given out or missing trophies
- Liaise with the National Programs Coordinator re the update of the AUS trophy database including data entry of all trophy hand over forms
- Ensure Green and Gold teams are formatted into appropriate documentation and list on the Games website
- Provide recommendations for future medal ceremonies and Green and Gold selection processes

## KNOWLEDGE SKILLS AND EXPERIENCE

The Ceremonies and Awards Assistant role would suit a person studying in the field of Sport or Event Management or someone who is interested in being involved in sport events and ceremonies.

### **Desirable attributes:**

- Excellent organisational skills
- Experience in managing and dealing with a wide variety of people
- Ability to prioritise and meet deadlines
- Excellent written and verbal communication skills
- Good computer skills (especially in Microsoft excel)



**Personal attributes:**

- Ability to work as part of a team
- Enthusiastic and motivated approach
- Well developed customer service and problem solving skills
- Ability to take the initiative
- Exercise judgment and work without supervision
- A friendly and approachable manner

**Other requirements:**

- Commit to at least six hours per week in the Games office in the lead up to the event
- Attend compulsory training sessions to ensure that you are familiar with event policies and procedures
- Attend the entire duration of the Games competition
- Wear the Games uniform as required
- Conduct self in a professional manner by being punctual, reliable and neatly groomed at all times
- Be an unbiased non competitor in the event
- Uphold AUS Policies and Guidelines
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**POSITION PARTICULARS**

**Duration of position:** 17 July - 6 October 2017

**Number of hours:** It is anticipated that the Ceremonies and Awards Assistant will need to work at least one day per week (approx. 6 – 8 hours) in the lead up to the event and full time during the event delivery period (23 Sept – 30 Sept). Some evening and weekend hours will be required.

**Training:** Induction will be provided upon appointment. On the job training will be provided over the time of your appointment.

**Applications close:** 28 May 2017

**Interviews:** 5 - 9 June 2017

**How to apply:** To apply for this position please follow these steps:

1. Read the position description in detail to understand what is expected of you
2. Check to ensure you are available for the **duration of the position**
3. Update your resume to **no more than two pages**
4. Write a cover letter addressing the desirable attributes and how you meet them and also outline why you feel you are suited to the role
5. Email your application, including cover letter and resume **AS ONE DOCUMENT** (PDF preferred) to [aug.workforce@unisport.com.au](mailto:aug.workforce@unisport.com.au)

*All applications will be acknowledged and successful candidates will be contacted for an interview.*

**FOR MORE INFORMATION**

Contact: Sharyn Cooke  
Workforce Coordinator  
P: 0481 150 194  
E: [aug.workforce@unisport.com.au](mailto:aug.workforce@unisport.com.au)

*The details within this position description may change at any time in the lead up to the Australian University Games. Volunteers will be notified of any changes to their position description, if and when they occur.*