



## VOLUNTEER POSITION DESCRIPTION

### POSITION

Title:	<b>Journalist</b>
Special focus:	2017 Australian University Games
Location:	Gold Coast, Queensland
Position status:	Games Time Volunteer

### LOCATION

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

During the event, the role will be based at a specific sport hub encompassing a single or multiple venues for each particular shift.

### 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 Journalist is responsible for finding fun, entertaining and interesting people and personalities involved in the Games and capturing video interviews with those people that will then be published on the AUS YouTube channel – UnigamesTV.

### REPORTING / WORKING RELATIONSHIPS

The Journalist will report to the Media and Communications Supervisor who ultimately reports to the Marketing & Sponsorship Manager and event Project Manager.

The Volunteer Journalist will also work closely with key event time personnel including:

- AUS staff working within the event
- Volunteer photographers, other volunteer journalists, key volunteers and event staff
- Student participants and University Team Managers



## KEY TASKS AND RESPONSIBILITIES

- Each journalist will be allocated a designated sport hub where a cluster of sports will take place throughout the Games time period.
- Journalists will be required to travel out to each sport at least once during the event period and conduct video interviews with student participants, volunteers, sport competition managers, sponsors and University Team Manager.
- The primary objective of the journalists is to capture fun, entertaining and interesting content involving sport and the students participating.
- These video interviews will then be uploaded to the AUS YouTube channel – UnigamesTV and the content shared across all other AUS social media channels.
- Other important skills that would be useful for a journalist to possess include:
  - Script writing for video footage voice overs
  - Presenting to camera to introduce or summarise video footage
  - Video editing capability
- AUS will provide journalists with smart phones including data to use during their role at the event

## KNOWLEDGE SKILLS AND EXPERIENCE

The Journalist role would suit a person studying journalism, media, communications or public relations.

### DESIRABLE ATTRIBUTES:

- Ability to approach and communicate with a variety of people
- Ability to meet strict deadlines
- 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:

- 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 and be neatly groomed at all times
- Conduct oneself in a professional manner by being punctual and reliable
- Uphold AUS policies and guidelines

## POSITION PARTICULARS

<b>Duration of position:</b>	This is a 2 week Games Time role requiring availability for build week and Games Time (18 September to 29 September 2017)
<b>Number of hours:</b>	Journalists will be required to work eight hour shifts to ensure they cover as much sport action each day as possible. Shifts will be allocated to all journalists based on availability. Journalists will need to be available for at least three shifts across the event week. It is advantageous for journalists to work during the build week of the event and use this time to find stories and receive training in interview skills.
<b>Induction &amp; Training:</b>	Journalists are encouraged to attend the Games Volunteer induction. Further to the general induction, a journalist specific induction will take place the day before sport competition commences. This session <b>MUST</b> be attended by the journalists.
<b>Applications Close:</b>	<b>20 August 2017</b>



**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 (18 September to 29 September, 2017 inclusive)
3. Register your expression of interest for this position via the 'Apply Now' link at <http://www.australianunigames.com.au/volunteer>

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

**FOR MORE INFORMATION**

Contact: Sharyn Cooke  
Workforce Coordinator  
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*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.*



Supported by the Mainfreight Unigames Volunteer Program