

Marketing & Communications

An exciting opportunity has opened up at Athletics NSW in the marketing and communications department.

The Marketing Assistant provides a great opportunity for a third to fourth year student to gain an entry level position into the sports industry. The role will deal with all areas of marketing and communications within Athletics. This will include social media, website, communications and some video operations.

Role Summary

This role is responsible for assisting the Marketing & Communications Manager.

Key Tasks and Responsibilities

Update website

Collect information for the Marketing Manager to form sponsorship proposals

Working on ANSW social media posts

Send out communication through Athletics NSW mediums

Operating video and photo camera to film event footage

Coordinating athletes for pre/post event interviews

Follow direction from the Media Manager

Follow the policies and procedures of Athletics NSW

Perform and complete other duties as directed by the Competition Manager

About the role

The Intern position is a volunteer role based in the Athletics NSW office, whereby the successful candidate will gain practical experience in sports administration and regulation. Athletics NSW currently has a number of positions available in which the applicant must be available a minimum of one (1) day per week. The ideal candidate will use this opportunity to satisfy course- credit or work experience requirement for university of college.

General Knowledge, Skills & Experience

Good interpersonal skills

Photography

Experience with Adobe Creative Suite (e.g Photoshop, InDesign & Premiere Pro)

Excellent communication skills

Good organisational skills

Ability to work as part of a team and the ability to work individually as required

Ability to receive and follow directions from a supervisor Ability to

promote and commit to the values Athletics NSW Ability to follow

the policies and procedures of Athletics NSW Previous experience as

an events volunteer is advantageous Working with Children Check

Should you be interested in applying for the program, please send a cover letter, resume to james.matthews@nswathletics.org.au