

# Digital Media Volunteer

## Position Description

**UniSport Australia** is seeking Digital Media volunteers to be part of 2024 UniSport Nationals taking place in the Canberra from 7-13 September 2024. The Digital Media volunteers assist with building an informative and engaging presence on the UniSport Australia social media platforms during the event.

### Your key tasks and responsibilities will involve:

- Assist in the day-to-day operations of the Nationals HQ Media Centre
- Update UniSport Australia's Facebook, Instagram, TikTok, and Thread by Instagram accounts with relevant news and information
- Assisting with performing daily results round up news reports through liaison with journalists, photographers, and other media team volunteers
- Assist in performing design and layout functions, for the UniSport Australia website and newsletters
- Strive to engage with the UniSport Australia community through creative and informative online content

**Is this role for you?** The Digital Media volunteer role would suit a person studying media, communications, or public relations with an interest in sporting competitions.

### We are looking for someone who:

- ✓ Understanding of social media platforms and the use of platforms
- ✓ Ability to approach and be approachable, you communicate effectively with a variety of people
- ✓ Outgoing personality
- ✓ Ability to meet strict deadlines
- ✓ Good computer skills and owns your own laptop
- ✓ Ability to work as part of a team
- ✓ Enthusiastic and motivated approach
- ✓ Well-developed customer service, organisational and problem-solving skills
- ✓ Ability to take initiative
- ✓ Can attend compulsory training sessions to ensure that you are familiar with event policies and procedures
- ✓ Attend the entire duration of the event as per roster
- ✓ Wear the event uniform as required and be neatly groomed at all times
- ✓ Conduct oneself in a professional manner by being punctual and reliable
- ✓ Uphold UniSport policies and guidelines

### What UniSport will offer you:

- Multisport event experience in a professional environment
- Reference at the competition of the event, recognising the tasks undertaken and hours worked

### Key information:

- This is an event time role requiring availability for 2024 Nationals Canberra.
- Shifts will be available from 7-13 September.
- The volunteer is responsible for the insurance and safety of their computer gear.

- UniSport will have full ownership and usage rights of the content posted.
- No accommodation or travel expenses will be covered.
- A full induction to UniSport, training, uniform, and meals (when on shift) will be provided.
- A minimum of 3 shifts will need to be committed to for this role.

**How to apply:**

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 event (minimum of 3 shifts)
3. Register via our website: [www.unisport.com.au/volunteer](http://www.unisport.com.au/volunteer)

If you require further information, please contact [Volunteer.Coordinator@unisport.com.au](mailto:Volunteer.Coordinator@unisport.com.au)

