

Digital Media Assistant Intern

UniSport Australia is seeking a person to fill the role of Digital Media Assistant intern to be a part of the 2024 Nationals – Canberra event delivery team. This is an internship opportunity at our Canberra, Brisbane or Gold Coast office, or potentially remote, and will offer work experience leading up to the 2024 UniSport Nationals – Canberra event.

Find out more about the event here: www.unisport.com.au/nationals.

As part of this internship, you will get hands on work experience in the areas of:

- Supporting planning and implementation of marketing campaigns with a focus on promoting event participation.
- Assisting in scheduling event related social media content.
- Contributing to preparing and delivering promotional and marketing activities in an event environment, including short video creation capturing the event experience.
- Assisting in monitoring and responding to social media activity including direct messaging, comments and posts.

Is this role for you? The Digital Media Assistant internship would suit a person studying in the field of sport management, marketing, communications or someone who has an interest in special events.

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.
- ✓ Has experience in using Microsoft Office products including video creation software.
- ✓ Ability to work as part of a team.
- ✓ Enthusiastic and motivated approach
- ✓ Ability to take initiative.
- ✓ Has experience using social media platforms including Facebook, Instagram, Twitter and TikTok.
- ✓ Conduct oneself in a professional manner by being punctual and reliable.
- ✓ Uphold UniSport policies and guidelines.
- ✓ Can contribute to a wider team working towards common goals.
- ✓ Well-developed customer service, organisational and problem-solving skills.

Key information:

- Position duration is from June or August 2024 to October 2024, or as negotiated.
- This role requires one or two days per week for the duration of the internship as well as full time availability across event delivery periods. Arrangements will be made to accommodate study commitments, exams, work, and holidays.
- A full induction to UniSport and on the job training will be provided.
- The intern will be responsible for the insurance and safety of their computer gear.
- UniSport will have full ownership and usage rights of the content posted.
- The role may require full attendance for the set up and event period of UniSport Nationals – Canberra.

How to apply:

Read the position description in full and learn more about [UniSport Australia via our website](#).

Prepare your application – applications must include:

- A cover letter introducing yourself and providing an overview of your current study and work experience interest.
- CV/resume including the names and contact details of two references.

Submit your application in a [single PDF](#) document to volunteer.coordinator@unisport.com.au

Applications and interviews will be accepted and scheduled on a rolling basis until the position/s is filled.

Further information:

Hayley Gorman

Workforce Coordinator

Ph: 07 3876 2610

hayley.gorman@unisport.com.au

