

# Digital Media Volunteer

## Position Description

**UniSport Australia** is seeking Digital Media volunteers to be part of 2022 UniSport Nationals taking place in Perth from 24-30 September 2022. 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 Twitter 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:

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| <ul style="list-style-type: none"> <li>✓ Understanding of social media platforms and the use of platforms</li> <li>✓ Ability to approach and be approachable, you communicate effectively with a variety of people</li> <li>✓ Outgoing personality</li> <li>✓ Ability to meet strict deadlines</li> <li>✓ Good computer skills and owns your own laptop</li> <li>✓ Ability to work as part of a team</li> <li>✓ Enthusiastic and motivated approach</li> <li>✓ Well-developed customer service, organisational and problem-solving skills</li> </ul> | <ul style="list-style-type: none"> <li>✓ Ability to take initiative</li> <li>✓ Can attend compulsory training sessions to ensure that you are familiar with event policies and procedures</li> <li>✓ Attend the entire duration of the event as per roster</li> <li>✓ Wear the event uniform as required and be neatly groomed at all times</li> <li>✓ Conduct oneself in a professional manner by being punctual and reliable</li> <li>✓ Uphold UniSport policies and guidelines</li> </ul> |
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### 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 2022 Nationals-Perth
- Shifts will be available from 24 to 30 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 over 7 days)
3. Register via our website: [www.unisport.com.au/volunteer](http://www.unisport.com.au/volunteer)

