

SANTOS TOUR DOWN UNDER

13-22 JANUARY 2023 / ADELAIDE



MEDIA CENTRE VOLUNTEER POSITION DESCRIPTION

POSITION

Media Centre Volunteer

NATURE OF EMPLOYMENT

Volunteer

REPORTS TO

Media Centre Manager

TASKS

The role of a Santos Tour Down Under Media Centre Volunteer is a wide, varied and important role as part of the event PR and media team.

The team in the Media Centre is the face of the event for all media interactions, as well as key event stakeholders from time to time.

It offered valuable hands-on practical experience and the opportunity to interact with media at the highest level in a world class sporting event, media centre environment. The Media Centre Volunteer duties include (but are not limited to):

- Interaction with event staff and media in a COVID safe manner
- Answering the Media Centre hotline phone number and taking detailed phone messages
- Ability to take direction and follow instructions from event staff, in particular the PR managers and Media Centre managers
- Correspondence (verbal and electronic) with media and digital platforms
- Uploading of documents, images, flash quotes, audio and video files to the media portal when directed
- Data entry
- Following a process to accredit approved media
- Transcribing of interviews from audio recording
- General housekeeping (such as filling fridges with drinks, cleaning surfaces, monitoring newspapers, distributing race results etc)
- Writing tasks assigned by PR managers
- Driving event vehicles where applicable (and if able to do so in line with insurance requirements)
- Research
- Assisting PR staff with press conferences, live TV news, radio, newspaper, and other media interviews in the Media Centre and the Tour Village
- Ensuring results and other information is available for media
- Be available for rostered shifts as nominated
- Other duties as required



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SHIFT DATES AND SHIFT TIMES (APPROX.)

Santos Tour Down Under Dates: Friday 12 January – Sunday 21 January 2024

Shift Times:

Race Days – A range of shifts starting from 7:30am and finishing around 7:00pm

*Times listed above are TBC

*Please arrive 10 minutes prior to shift starting time

LOCATION & TRANSPORT

The shifts will be based in the Media Centre, located in the Hilton Hotel (233 Victoria Square). You will need to check in at the Media Centre (located ground level of Hilton Hotel).

Volunteers are required to make their own arrangements to and from each shift.

MEALS

Water will be available at all times; please ensure you bring a reusable water bottle to refill.

A light meal will be provided if the shift is over 5 hours in duration.

Volunteers are welcome to bring snacks if they feel they require something to eat during the shift.

UNIFORM

Official event t-shirt (provided at volunteer briefing), neat and tidy black/denim pants or knee length shorts/skirt, closed toed comfortable footwear.

A hat and sunscreen will be provided should work be required to be undertaken outdoors.



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