

# SANTOS TOUR DOWN UNDER

10-20 JANUARY 2019  
ADELAIDE  
TOURDOWNUNDER.COM.AU

## POSITION

### MEDIA CENTRE VOLUNTEER

## NATURE OF EMPLOYMENT

Volunteer

## POSITION REPORTS TO

Public Relations Manager

## ROLE DESCRIPTION

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 interaction as well as key event stakeholders from time to time.

It offers 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.

- Interaction with the event staff, cycling team members and media
- 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 the public
- Data entry
- Following a process to accredit approved media
- Transcribing of interviews from audio recordings
- General housekeeping (such as filling fridges with drinks, 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 live TV news and other interviews in the Media Centre and the City of Adelaide Tour Village
- Escorting riders and media to interview points (where applicable)
- Other duties as arise and required
- Be available for rostered shifts as nominated
- Ensuring results and other information is available for media

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## SHIFT DATES and TIMES

Shifts are available from Monday 7 January 2019 to Monday 21 January 2019.

Please confirm your availability when applying to volunteer, and we will work with you to allocate an appropriate shift.

## LOCATION/TRANSPORT

This position will be based in the media centre, which is set up in the Hilton Adelaide (Victoria Square, Adelaide CBD)

Volunteers are required to make their own arrangements to and from each shift and car parking is not provided

## UNIFORM

Official event t-shirt, neat and tidy black or 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.