



Marketing and Communications Assistant

UTSNZ is seeking volunteer Social Media assistants to join us at our National Tertiary Championship events. We are looking for Marketing and Communications students to join our event delivery team. This role will see you taking over the UTSNZ social media platforms at our events with the help of our Marketing and Events manager. This is a great opportunity for someone to learn or further develop their digital marketing and communications skills and to gain a valuable reference for their CV.

Your key tasks and responsibilities will involve:

- Update stories on Facebook and Instagram
- Work with tournament photographer to put photos on Facebook and Instagram
- Conduct interviews with players or other staff
- Assist in brand coordination
- Assist the Tournament Director in duties where required
- Support the set up and break down of ceremonies and presentations

Is this role for you?

This role would be suited to someone who is studying marketing, communications or digital media. It would be beneficial for this person to be an active social media user, but tasks will be explained.

We are looking for someone who:

- Outgoing personality and ability to work as part of a team
- Experience in using social media
- Enthusiastic and motivated approach
- Well-developed organisational and problem-solving skills
- Ability to take initiative, exercise judgment and work without supervision
- Conduct oneself in a professional manner by being punctual and reliable

Key information:

- This is an event time, volunteer role.
- Social media assistants need to commit to the duration of the event.
- No accommodation or travel expenses will be covered.
- We will try our best to match you to sports you are familiar with/interested in but can't guarantee you will be allocated to particular sports.
- A full induction to UTSNZ, job specific training, assistance from UTSNZ marketing manager and meals (when on shift) will be provided.

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: a full list of events and dates [can be found here](#)
3. [Register via our website](#)