



Social Media 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 or students with a passion for social media 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 upload photos to Facebook, Instagram, and Flickr.
- 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 a full day or 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, role support and meals (when on shift) will be provided.

How to apply:

1. Read this task description in detail to understand what is expected of you.
2. Check to ensure you are available during the event – a full list of events and dates can be found here: www.utsnz.co.nz/national-tertiary-championships
3. Register via our website: www.utsnz.co.nz/volunteer/