



JOB DESCRIPTION

Media & Communications Intern

Reports to	Commercial Team
Status	Intern
Location	Ballarat

ORGANISATIONAL BACKGROUND

Basketball Ballarat Association is located in Ballarat where they provide indoor sporting opportunities to over 8,000 people weekly across the Mars Minerdome and Ballarat Sports and Indoor Centre. We are committed to providing a quality service to the local community with honesty and a professional image while promoting a healthy and active lifestyle for all abilities. In 2019 the Ballarat Sports and Event Centre will open after a \$24m upgrade to a Stage 1 redevelopment along with \$5m Stage 2 further upgrade.

PRIMARY PURPOSE OF POSITION

The Media and Communications Intern will assist with BBA media and communications and support members of the Commercial and Media team in order so they can implement and deliver a variety of important strategic initiatives across the entire business.

The team specifically focuses on:

- Providing transparency, openness and accountability for BBA operations and initiatives
- Internal and external stakeholder education
- Promoting Basketball in a way that creates high level impact
- Keeping people engaged with Basketball and Indoor Sport with simple and easy product delivery
- Maintain and be guided by analytics of all departmental output

The role of Media and Communications intern will provide support and assistance to ensure the delivery of all BBA core business, communications and media activities.

RESPONSIBILITIES

- Assist with any communications and media related tasks as reasonably requested by the Commercial Team
- Assist with providing key research and data (as requested) to analyse department performance
- Assist in promoting Basketball through the maintenance of an accredited network of media
- Assist with the match day media operational of Miners Rush events, such as;
 - Corporate Functions
 - Home Matches (Away if required)
 - Tournaments
 - Domestic Final

Provide assistance where possible to other teams to support the marketing, media and promotion of BBA events;

- Assist in the delivery of the Miners Rush Media's department-made publications such as Video Interviews & Press Releases

Media Relationships

- Assist with servicing of partnership relationships
- Assist with supporting local media in coordinating content or press related news

KEY PERFORMANCE INDICATORS

- Attendance and enthusiasm for tasks assigned
- Execution of assigned tasks within set timeframe
- Accuracy of any words and/or data produced as part of set tasks

KEY RELATIONSHIPS

Internal

- Media and Communications Manager
- Commercial & Media Team
- Other BBA staff

External

- Media and online audience
- External BBA stakeholders (clubs & sponsors)

SELECTION CRITERIA

Essential:

- High attention to detail
- Ability to meet deadlines and to work effectively under deadline pressure independently
- Excellent interpersonal and written/verbal communication skills, with an ability to interact effectively with a wide range of staff, officials and stakeholders
- Good ability to problem solve and make sound decisions
- Good organisational, time management
- Excellent project management skills
- Positive approach with a strong team focus and customer service ethic
- Energetic and enthusiastic, with an ability to adapt to different demands, such varied work hours and workload, tight deadlines; and
- Preparedness to work weekends and non-traditional hours as required.

Desirable:

- Passion for and knowledge of sport culture;
- A tertiary qualification (or working towards one) in the communications, graphic design, editing, marketing, recreation or sport management field.