



JOB DESCRIPTION

Media & Communications Internship – NBL1 Ballarat Miners

Reports to	Commercial Team Digital & Communications Manager
Status	Internship
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 MinerDome and Ballarat Sports Events 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 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 & Communications Placement will support members of the Commercial and Media team in order to implement and deliver a variety of important strategic initiatives across the NBL1 Ballarat Miners Digital Platforms.

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 Game Day Social Media Leader will provide support and assistance to ensure the delivery of all BBA core business, communications and media activities.

RESPONSIBILITIES

- Managing the Game Day Social Media to ensure delivery & execution to a professional standard
- Assisting with Public Relations and other media related tasks
- Assist with the operations of Miners Rush events, such as;
 - Corporate Functions
 - Home Matches (Away if required)

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

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

- Digital & Communications Manager
- Commercial Team
- Other BBA staff

External

- Media and online audience
- Key Stakeholders

SELECTION CRITERIA

Essential:

- High attention to detail
- High level of knowledge in Social Media including Facebook, Instagram, Twitter & YouTube
- 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 & Social Media;
- A tertiary qualification (or working towards one) in the digital communications, graphic design, editing, marketing, recreation or sport management field.

Position is designed for 4-5 days per week for students and vary depending on home game scheduling. Flexible working arrangements available.

The Coles Express NBL1 Season commences in April and concludes in August.

APPLICATIONS

To apply please send your resume and an expression of interest to:
khyal.thompson@ballaratbasketball.com