

Events and Marketing Internship

Position Description

Title	Events and Marketing Intern
Reports to	Lizzie Willmott – Senior Manager, Events and Community Engagement Angela Heck – Senior Manager, Sustainability Marketing and Communications Courtney Bridgewater – Events Coordinator Jaleesa Simpson – Marketing Coordinator
Commence Date:	Week Beginning Monday 9 th March 2020
Completion Date:	Friday 12 th June 2020
Commitment:	1 day a week with additional days required over event period
Event Dates:	
<u>Green Heart Fair</u>	Bump In: Thursday 4 th June 2020 Friday 5 th June 2020 Saturday 6 th June 2020 Event Date: Sunday 7 th June 2020 Bump Out: Monday 8 th June 2020
<u>Greener Suburbs:</u>	Event Date: Sunday 3 May – Murrarie
<u>Cedar Creek Offset Planting:</u>	Event Date: Sunday 31 May – Upper Kedron
Location:	CitySmart Office - Level 8, 307 Queen St, Brisbane 4000 Green Heart Fair Event Location – 7 th Brigade Park, Chermside Greener Suburbs Event Location – Murrarie Cedar Creek Offset Planting – Upper Kedron
Applications Open:	Tuesday 28 th January 2020
Applications Close:	Friday 14 th February 2020
Version date	23 January 2020

Event Background:

Brisbane City Council's Green Heart Fair is Brisbane's biggest FREE bi-annual community and sustainability festival, promoting innovative green living in a fun, family-friendly environment for all residents to come and enjoy.

The Fair welcomes over 100 of Brisbane's leading sustainability organisations, community groups, artisans, foodies, green-thumbs, conservationists, businesses and eco experts to share information and knowledge with Brisbane residents on how to live more sustainably. Fair goers are treated to heaps of fun activities and entertainment throughout the day with a jam-packed schedule.

**Role Overview:**

Under the direction of the Events and Marketing team this role will assist with the general event and marketing tasks associated with the Green Heart Fair and other events managed by CitySmart. This role combines event management skills, marketing and communication, human resource skills, general administration and organisational skills.

Key Responsibilities:**Events:**

- Managing stallholder information packs
- Manage volunteer roster and communications
- Liaise with volunteers regarding shifts and general questions
- Manage volunteer check in and training at the event
- Assist with bump in of stallholders and contractors
- Assist with bump out of stallholders, food vendors and contractors
- Other tasks and responsibilities as required

Marketing:

- Assist with developing marketing materials for events, such as writing copy, selecting imagery and liaising with suppliers
- Manage photography of the event, including managing photographers and writing photography briefs
- Liaise with suppliers, such as designers and printers
- Assist with social media strategy for the event
- Other tasks and responsibilities as required

Company Representation:

- Represent CitySmart in a professional and positive manner
- Interact with stakeholders, including sponsors, staff, attendees and other team members with respect and courtesy
- Follow CitySmart policies and procedures
- Keep an open dialogue with your supervisor with regards to any issues, challenges or problems that may impact your performance and experience at CitySmart

Selection Criteria:***Essential:***

- Currently undertaking a relevant degree such as Event Management, Marketing and Communications, Project Management or Business
- Demonstrated high level communication and interpersonal skills
- Demonstrated ability to work autonomously, exercise initiative in undertaking responsibilities and work effectively as a team member
- Demonstrated high level of organisational and administrative skills and ability to manage and prioritise workload to meet deadlines
- Proven capacity to provide high standard and accurate work within a fast-paced environment
- Demonstrated high level of computer proficiency
- Ability to work abnormal hours and travel when required
- Interest in sustainability



Desirable:

- Drivers Licence
- Blue card

Additional Information:

Value to the intern:

- Statement of service provided post-event on successful completion of internship. Statement outlines number of hours contributed and main tasks completed
- Direct supervision and guidance from an industry professional
- Opportunity to apply theoretical knowledge to workplace and develop industry skills
- Opportunity to create a personal network and be part of a team that delivers high class community events

To Apply: Send your cover letter addressing the selection criteria and CV to eventsteam@citysmart.com.au

For further information on this role please contact:

Courtney Bridgewater

Events Coordinator

Phone: 07 3007 7011

Email: courtney.bridgewater@citysmart.com.au