
Position Description

Intern – Digital Media
Assistant

Updated: September 2016



Job Advertisement

Cricket ACT is responsible for leading and growing cricket throughout the ACT and region. Our vision is to be the number 1 sport in the ACT region.

Period: 6 - 12 months	Hours: Part time
Locations: Canberra	Reports to: Manager IT, Digital & Design

To support this mission Cricket ACT is now seeking an energetic and innovative graduate to support its competition management and special event functions. This newly created position will be responsible for the delivery of three key components:

1. Capital Cricket TV – Organising, Capturing, editing and Production of featured stories
2. Media Production – support the delivery of Cricket ACT photography and video content & social media
3. Events – support the delivery of Cricket ACT functions and Cricket Australia matches

Whilst reporting to the Manager IT, Digital & Design, the position will work closely with a number of Cricket ACT staff members and receive mentoring over the duration of the position.

To be successful in this role it is essential you have:

- are completing tertiary study towards a Media Arts and Production qualification (or suitable equivalent);
- have experience with Adobe Creative Cloud products (in particular, Adobe Premiere);
- maintain a familiarity with digital media delivery streams (YouTube, social media, etc.);
- have experience with filming and production equipment;
- possess a current driver's licence;
- maintain outstanding interpersonal skills with an ability to promote enthusiastic and engaging interactions with film subjects;
- have a willingness to engage with a broad stakeholder group, including Cricket ACT and Cricket Australia staff, media, and fans (as appropriate); and
- maintain a passion for cricket and sport as a whole.

To apply or obtain a position description please email Belinda.hotere@cricketact.com.au
Or phone 0405 238 721.

Applicants should provide a cover letter and their CV.

Closing Date: Friday 28th October 2016

Intern – Digital Media Assistant	
Position Details	
<p style="text-align: center;">Department: IT, Digital & Design</p>	<p style="text-align: center;">Positions Reporting to this Position: Nil</p>

Purpose of the Position

The position of Intern – Digital Media Assistant will support three portfolios of Cricket ACT;

1. Capital Cricket TV – Organising, Capturing, editing and Production of featured stories
2. Media Production – support the delivery of Cricket ACT photography and video content & social media
3. Events – support the delivery of Cricket ACT functions and Cricket Australia matches

Organisation Environment

Cricket ACT is the peak sporting organisation responsible for the governance, development, promotion and administration of cricket throughout the Australian Capital Territory.

The vision for Cricket ACT is for cricket to be the number 1 sport in the ACT and region.

To achieve this vision, Cricket ACT has five strategic imperatives:

- Enhance the profile and popularity of cricket in the ACT
- Become the number 1 hot spot for talent in Australian Cricket
- Increase participation substantially and inspire the next generations of ACT players, fans and volunteers
- Provide world class leadership and unify all stakeholders of the game
- Grow investment and effectively allocate resources

Selection Criteria/Position Requirements

Knowledge, Skills & Experience

- Experience with Adobe Creative Cloud products (in particular, Adobe Premiere) or equivalent;
- Familiarity with digital media delivery streams (YouTube, Vimeo, social media, etc);
- Experience with filming and production equipment;
- A current driver’s licence and vehicle;
- The ability to promote enthusiastic and engaging interactions with film subjects;
- Good written and oral communication skills
- Ability to write clearly and concisely
- A familiarity with Microsoft Office
- Research skills
- Studying or completed studies in journalism or communications
- Strong organisational skills and interpersonal skills
- A good news sense/ or drive to develop feature writing skills

Other Benefits

As well as the per article payment the position will allow the successful candidate to:

- Deepen communications and media skills
- Gain experience in developing a media strategy
- Develop and improve writing skills for a variety of audiences and purposes
- Help develop relationships with a network of qualified professionals

Key Responsibilities

Key Responsibility Areas	Key Tasks
I. Capital Cricket TV	<ul style="list-style-type: none"> • Organising Interviews, capturing the article, editing and presenting the story • Work with Cricket ACT Communications Team to implement weekly digital communications plans • Work with Cricket ACT and Cricket Australia staff to deliver multiple digital communication strategies • Write news articles to be hosted on the Cricket ACT website • Organise imagery to accompany featured news items • Actively seek news items from Cricket ACT staff that can be promoted across social media channels
II. Media Production	<ul style="list-style-type: none"> • Work with the Cricket ACT Design Manager to take photographs at events • Set up and pack down video production tools for CCTV segments • Produce video and audio files for the CCTV online channel • Complete phone interviews with interstate cricketers for the Communications Team to use in web articles • Provide assistance to media personnel during Cricket ACT events including international fixtures
III. Events	<ul style="list-style-type: none"> • Produce and distribute event day operational procedures, plans and run sheets to event stakeholders • Participate in event planning, briefing and debriefing meetings including preparing, distributing and managing agendas and action items • Maintain the accreditation system, ensuring it is up to date and relevant stakeholders are provided with information in a timely and accurate manner • Provide the Events Manager with details of all event day issues and complaints in a timely manner • Maintain and update all event records and reports • Recruit, select and manage event volunteers ensuring maximum retention • To co-ordinate special projects undertaken by the organisation as required

Performance Measures

- Performance of events at Manuka based on delivery of Cricket Australia Service Level Agreements

Key Challenges

- Produce innovative digital content to increase and showcase the reputation of Cricket ACT to the Capital Region
- Use multiple media platforms to highlight Cricket ACT news and events, reflecting Cricket ACT's vision to be the number 1 sport in the Capital Region
- Think creatively in the delivery of news and events to engage effectively with different targeted publics

Key Working Relationships

1. ACT Management and staff
2. Cricket Australia Events Team
3. Cricket Australia Media and Communications Staff
4. ACT Premier and Junior Clubs