



## **SPHERIX (Event Management) Internship Program - Position Description**

**Reports to:** Media and Marketing Manager

**Duration:** Part-time; 1 – 2 days per week (between Monday and Friday): 9am – 5pm

Option 1) February – July (Inc)

Option 2) July – December

**Remuneration:** SPHERIX will pay travel expenses where required and supply you with a Uniform for events.

**Interview format:** SPHERIX office (Robina, Gold Coast, QLD) or  
via phone (if based more than 80km away)

**Position Closing Date:** Friday, 31<sup>st</sup> January 2012

### **About SPHERIX:**

SPHERIX is an event management, marketing and brand management company with clientele in the motorsport industry including the Australian GT Series and the Australian V8 Ute Racing Series, which is televised on Network Seven, SPEED (Fox Sports), Europe and New Zealand and compete on the V8 Supercar program, which travels around Australia. For more information on SPHERIX visit: [www.spherix.com.au](http://www.spherix.com.au)

### **Role Summary:**

The role of the part-time internship is to assist SPHERIX staff in media, marketing and event logistics for various clients including, Australian V8 Ute Racing Series and Australian GT Championship. You will be required to occasionally attend weekend events.

### **Key Tasks & Responsibilities:**

- Assist in website administration
- Assist in day-to-day administration including answering phones and mail-outs
- Assist in collating and distributing Fan Club Newsletter's
- Researching potential sponsors and driver information
- Assist over event weekends (tasks may include collecting and distributing time-sheets and TV team reports, set-up of V8 Utes and or Australian GT teams lounge,

set-up of V8 Ute and or Australian GT Podium and various promotions including signing sessions)

- Assist with pre-event organisation including driver information, flight bookings, event administration information cards
- Assist with pre-event and event promotions including the Armor All V8 Ute Muster and Muster to the Mountain

#### **Benefits to you:**

- First-hand experience in the fast paced event industry of motorsport
- Exposure to every aspect of the event industry including: logistics, marketing, media, sponsorship and planning.
- Networking opportunities.
- Experience working with elite athletes.

#### **Knowledge, Skills and Experience**

- Attention to detail
- Well-developed customer service and problem solving skills
- Very good organisational skills, communication skills and interpersonal skills
- Very good computer skills
- Enthusiastic and motivated approach
- Ability to prioritise and meet deadlines
- Ability to receive and follow directions
- Ability to show initiative and exercise sound judgement
- Ability to work as part of a team, as well as individually as required
- Previous experience in or exposure to operations, logistics, marketing, and/or events is desirable
- Previous experience as an events volunteer is advantageous

#### **Requirements**

- Commit to a 6 month part-time internship including weekends when required
- Commit to attend offsite events including travel interstate
- Conduct yourself in a professional manner by being punctual, reliable and neatly groomed at all times
- Attend compulsory SPHERIX meetings as required

#### **How to Apply:**

1. Read through the position description
2. Apply by emailing [erin@spherix.com.au](mailto:erin@spherix.com.au) with your resume and a short letter on why you would like to work for SPHERIX in the Internship program.