



## POSITION DESCRIPTION – GRADUATE EVENTS AND MARKETING COORDINATOR

<b>Position Reports To:</b>	BTAS General Manager North
<b>Location:</b>	Launceston, Tasmania
<b>Position Summary:</b>	An exciting new position would suit recent graduates and is available within our vibrant and passionate team. The key objectives of this position will be to ensure a professional delivery of all Basketball Tasmania events and lead the marketing activities for the organisation.
<b>Position Responsibilities:</b>	<ul style="list-style-type: none"><li>• Coordination and delivery of all Basketball Tasmania Events – State Junior Championships, Senior State League, Launceston Classic, Gala Weekend, Annual Dinner, College Championships, High School Championships, Primary School Championships and other BTAS events as directed.</li><li>• Liaison with Constituent Association Members, Affiliates and Clubs.</li><li>• Communication of all Basketball Tasmania activities to community, media and social media.</li><li>• Coordinate and lead an events team.</li><li>• Liaise closely with the Referees Manager to ensure smooth delivery of events.</li><li>• Ensure relevant areas are updated with our online registration system and website.</li><li>• Manage the overall marketing strategy and communications plan for Basketball Tasmania.</li></ul>
<b>Hours of Work:</b>	<p>Due to the nature of the position, weekend work, extended hours and regular intra State travel will be required for this position.</p> <p>Nominal weekly hours will be 38 per week and overtime will not be paid, however the position will be entitled to time in lieu for time worked in excess of 38 hours per week</p>

<b>Remuneration:</b>	The final salary and package will be negotiated with the successful applicant.
<b>Pre-Employment Checks:</b>	Medical Examination and Current Drivers Licence
<b>Selection Criteria</b> <b>– Essential:</b>	<ul style="list-style-type: none"> <li>• University degree in relevant field.</li> <li>• Demonstrated ability to organise with attention to detail.</li> <li>• Demonstrated knowledge of the sport of basketball.</li> <li>• Excellent communication skills and a passion for the sport of basketball.</li> <li>• Evidence of the ability to work autonomously.</li> <li>• Proven ability to work as a part of a team to deliver outcomes.</li> <li>• Excellent time management skills.</li> <li>• Current driver's license.</li> <li>• Current or ability to obtain a Tasmanian Working With Vulnerable Persons Registration.</li> </ul>
<b>Selection Criteria</b> <b>– Highly Desirable:</b>	<ul style="list-style-type: none"> <li>• Experience in event management.</li> <li>• Intermediate level computer skills in Microsoft Word, Excel and Outlook.</li> <li>• Ability to work with a diverse range of stakeholders.</li> <li>• Possess strong communication skills, both verbal and written, with the capacity to communicate information and recommendations accurately, clearly and succinctly.</li> <li>• Marketing experience or knowledge to build upon.</li> </ul>