

TASTING AUSTRALIA

MEDIA CENTRE ASSISTANT POSITION DESCRIPTION

POSITION

Media Centre Assistant

NATURE OF EMPLOYMENT

Volunteer

REPORTS TO

PR Manager – Candice Keller

TASKS

- Interaction with the event staff, VIPs and media
- Answering the Media Centre hotline phone number and taking detailed phone messages
- Ability to take direction and follow instructions from event staff, in particular the PR Manager
- Correspondence (verbal and electronic) with media and the public
- Data entry / Research
- Following a process to accredit approved media
- Transcribing of interviews from audio recordings
- General housekeeping (such as filling fridges with drinks, monitoring newspapers etc)
- Writing tasks assigned by PR Manager
- Assisting PR staff with live interviews in the Media Centre and Town Square
- Escorting chefs and media to interview points (where applicable)
- Other duties as arise and required
- Be available for rostered shifts as nominated

SHIFT TIMES

12th April – 22nd April

Thursday 12th April – Sunday 22th April: 10am – 3pm

*Please ensure that you report to the Tasting Australia Media Centre before and after each shift, to sign in and out.

*Please arrive 5 mins prior to shift starting time.

LOCATION/TRANSPORT

Position will be based at the Tasting Australia Media Centre, located at the Hilton Hotel.

*Volunteers are required to make their own arrangements to and from each shift.

MEAL

Water will be available at all times. A light meal will be provided for all shifts over 5 hours.