

## PUBLICITY ASSISTANT POSITION DESCRIPTION

### POSITION

Publicity Assistant

### NATURE OF EMPLOYMENT

Volunteer

### REPORTS TO

PR Manager – Jessica Battams

### TASKS

- Interaction with the event staff, VIPs and media
- 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
- Conducting interviews and transcribing audio recordings
- General administration duties (such as monitoring newspapers and collating clippings, purchasing items for photo shoots and gifts etc)
- Writing tasks assigned by PR Manager
- Assisting PR staff with live interviews in Town Square, the hotel or the office
- Escorting chefs and media to interview points (where applicable)
- Other tasks as required

### SHIFT TIMES

27<sup>th</sup> April – 9<sup>th</sup> May

10am – 3pm

\*Time listed above are TBC

\*Please arrive 10 mins prior to shift starting time

### LOCATION/TRANSPORT

Please ensure that you report to the Tasting Australia Event Office, SA Water Building.

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

### MEAL

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