



Basketball Tasmania is pleased to invite applications from suitably qualified and experienced persons for this new and exciting position of

## **Events and Marketing Manager Hobart**

Basketball Tasmania provides leadership and partnerships through quality programs that facilitate participation, competitions and contribute to the success of basketball in Australia within a well managed, innovative and united sport.

The Events and Marketing Manager will report directly to the Education and Operations Manager and is responsible for:

- Lead delivery of all Basketball Tasmanians Events– State Junior Championships, Senior State League, Pre Season Tournament, Launceston Classic, Gala Weekend, Annual Dinner, High School, Primary School Championships and other BTAS events conducted.
- Lead delivery of Hobart Representative Events – CAMs Rep Series, SBL and BHJ.
- Constituent Association Member, association, affiliate and club liaison.
- Communication of all Basketball Tasmania activities to community, media and social media.
- Manage the Communications community, media and social media.
- Manage the Southern CAMs Advisory Group.
- Manage the Competitions Committee.
- Assist the Basketball Tasmania Education and Operations Manager with The Basketball Network – SportsTG, Courtside ad Website

Salary and package will be negotiated with the successful applicant.

For further information about this position or to obtain a detailed Position Description please visit the Basketball Tasmania website [www.basketballtasmania.com.au](http://www.basketballtasmania.com.au)

Applications close at 5pm Monday 11 December 2017 and should address the selection criteria and provide other information as indicated in the Position Description.

Further enquires can be made by emailing [david.munns@basketballtas.com.au](mailto:david.munns@basketballtas.com.au)



## POSITION DESCRIPTION – EVENTS AND MARKETING MANAGER

<b>Position Reports To:</b>	Education and Operations Manager, Basketball Tasmania
<b>Position Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Lead delivery of all Basketball Tasmanians Events– State Junior Championships, Senior State League, Pre Season Tournament, Launceston Classic, Gala Weekend, Annual Dinner, High School, Primary School Championships and other BTAS events conducted.</li> <li>• Lead delivery of Hobart Representative Events – CAMs Rep Series, SBL and BHJ.</li> <li>• Constituent Association Member, association, affiliate and club liaison.</li> <li>• Communication of all Basketball Tasmania activities to community, media and social media.</li> <li>• Manage the Communications community, media and social media.</li> <li>• Manage the Southern CAMs Advisory Group.</li> <li>• Manage the Competitions Committee.</li> <li>• Assist the Basketball Tasmania Education and Operations Manager with The Basketball Network – SportsTG, Courtside ad Website</li> </ul>
<b>Location:</b>	Hobart, Tasmania
<b>Work Hours and Conditions of Employment:</b>	<p>Due to the nature of the organisation, weekend work, extended hours and 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 and 5 weeks of annual leave provided.</p>
<b>Remuneration:</b>	The final salary and package will be negotiated with the successful applicant.
<b>Selection Criteria – Essential:</b>	<ul style="list-style-type: none"> <li>• Previous event management experience.</li> <li>• Excellent attention to detail.</li> <li>• Experience with Sports TG and/or Wix systems.</li> <li>• High level Microsoft Office systems</li> <li>• Understanding of basketball and 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> </ul>

<b>Selection Criteria</b> <b>–Desirable:</b>	<ul style="list-style-type: none"> <li>• Experience in working in sport and recreation.</li> <li>• Knowledge in the operations of a not for profit or similar organisation.</li> <li>• Previous marketing or media experience.</li> <li>• Excellent communication skills, including writing, proof reading skills, and speaking.</li> <li>• Ability to manage multiple projects and work assignments from a variety of staff and volunteers.</li> <li>• Qualifications in either event management or marketing would be considered advantageous.</li> </ul>
<b>Employment Requirements:</b>	Must obtain a Working With Children Registration
<b>Applications:</b>	<p>Applications should be submitted via email by 5pm on Monday 11 December to <a href="mailto:david.munns@basketballtas.com.au">david.munns@basketballtas.com.au</a></p> <p>Applications should not exceed 6 pages in total and should include the following:</p> <ul style="list-style-type: none"> <li>• Letter of introduction</li> <li>• Responses to essential and highly desirable selection criteria</li> <li>• Accompanying CV</li> </ul>
<b>Further Enquiries:</b>	Email: <a href="mailto:david.munns@basketballtas.com.au">david.munns@basketballtas.com.au</a>