

## Position Description

Position Title	Broadcast Runner
Functional Area	Operations
Responsible to	Event Operations/WTA Broadcast
Staff Supervision	Production Manager WTA
Employment Status	Paid
Date	September 2019
Employment Period	8 January – 19 January 2020



### Key Responsibilities

This position is responsible for providing support to the Broadcast team in order to assist them to execute their duties at the Hobart International tournament.

Duties include but are not limited to:

- Working alongside the WTA Production Manager, provide assistance where required. Duties include, but are not limited to:
  - Provide on the ground assistance to source and collect items that broadcast requires such as; supplies, food, and equipment.
  - Assist with on site preparation and set up
- Provide a professional and friendly service at all times.
- Maintain player and tournament-related confidentiality at all times.

### Knowledge / Skills / Service Expectations / Attributes

#### Knowledge / Skills

- Must hold a current driver's licence
- Has geographical knowledge of Hobart
- Is reliable
- Available for all sessions (Saturday 11 – Saturday 18 January 2020)
- Knowledge of or interest in broadcast media is desirable

#### Service Expectations / Attributes

- Flexibility – session times are only a guide as rain delays may prevent games finishing at designated times.
- Ability to work effectively as a member of a team and contribute to a positive and successful work environment.
- Interacts positively with people in different situations and demonstrates integrity and respect towards others.
- Demonstrate self- motivation and the ability to work independently.
- Committed and dedicated to the requirements of the tournament.
- High standard of personal presentation and hygiene.

### Environmental / Health / Safety Responsibilities

1. Complies with Tennis Australia's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Participates in meetings, training and other environment, health and safety activities
4. Cooperates with Tennis Australia in relation to activities taken by TA to comply with OH&S and environmental legislation.

## Compulsory Training / Position Requirements

### *Training Requirements*

- Undertake the Hobart International 2020 Online Induction Program
- Attendance at any Team Rally, Uniform & Accreditation Collection and area specific training – TBC

### *Position Requirements*

- Prepared to work a shift roster, including weekends, public holidays and evenings as required.
- Flexibility with regard to working hours with availability during the Tournament period (dates)