



Athletics WA is the member association of Athletics Australia and subsequently holds the rights to sanction all athletics events in Western Australia. Based at the WA Athletics Stadium which is rated as the best facility in the country, Athletics WA hosts the Jandakot Airport Track Classic each year which attracts Australian and International Olympic stars.

Athletics WA works closely with a number of key stakeholders including the Department of Sport and Recreation, the WA Institute of Sport, Healthway and WA Little Athletics and the Events and Marketing Manager will work closely with all these groups.

Events and Marketing Manager

The Person

Athletics WA is looking for a person capable of managing this exciting and important role with energy and passion. Can you combine working with a diverse range of people within the athletics community across a range of events? Do you have the capacity to think laterally and to use your initiative to create better commercial opportunities for our sport?

Position Description

Description

The Events and Marketing Manager will be responsible for the management of a range of events and the marketing and promotion of the sport, including all social and digital media channels. The position holder also has a requirement to maintain high standards of customer service to all stakeholders, members and staff.

Selection Criteria

Required:

- Tertiary qualifications in marketing, communications or other relevant courses
- Proven experience in the delivery of successful events and marketing campaigns
- Strong content management skills across multiple channels, including media releases, website content, email marketing and digital and social platforms
- Experience with digital marketing platforms such as Mailchimp, Google Ads, Facebook Marketing and Instagram for Business
- Demonstrated project management and project planning skills with excellent attention to detail
- Ability to operate to tight deadlines and under pressure

- Ability to work in a team orientated environment
- Excellent working knowledge of Microsoft Office
- Excellent vision, planning and organisational skills
- Excellent oral and written communication skills
- Current driver's licence preferred
- An understanding of the sporting environment in Western Australia

Desirable:

- An understanding of the sport of athletics in a national context
- Experience with One Sport Technology platform and/or Sitedesq website content management system.

Conditions of Employment

A salary package will be negotiated with the successful candidate based upon skills and experience and will include

- Four (4) weeks annual leave per year
- Statutory superannuation
- An allowance of ten (10) sick days per year

For a Position Description please email info@waathletics.org.au

Candidates are asked to submit a covering letter, a statement addressing the selection criteria and a current curriculum vitae (all in one document not more than 5 pages) to wloxley@waathletics.org.au by 5 pm on Friday 7th September 2018.