|  |
| --- |
| **POSITION DESCRIPTION** |
|  |
| **POSITION TITLE:** Director of Media and Promotions | **DIVISIONS/GROUP/DEPT:** Newcastle Kart Racing Club (NKRC) Board | **DATE:**August, 2018 |
| **REPORTS TO:** Club Executive/Membership | **POSITIONS REPORTING TO THIS ONE:** Nil |
| **KEY RESULT AREAS/PRIMARY OBJECTIVES:** 1. Promotion of events and news via social media and website
2. Organize the purchase and delivery of trophies for All NKRC Events
3. Ensure that the Club Championship points are updated and available on the NKRC web site within 7 days of Club Championship Rounds
4. Answer customer queries that are presented via social media platforms
5. Manage Relationships with Sponsors
 |
| **PERSON SPECIFICATION:*** Credible and trustworthy
* Good working relationship with Board
* Trusted by both NKRC membership and Executive
* Possess the ability to maintain confidentiality where required.

. | **KNOWLEDGE/SKILLS/EXPERIENCE:*** Understanding of the principals required in promoting the club and there events
* Working knowledge of Social Media and Website
* Able to work with the board to promote information required
 | **POSITION DIMENSIONS/SCOPE:**1. **This role is an integral component of the NKRC Executive Committee. The Delegate will participate in and be a voting member of that committee.**
 |
| **CONTACTS/WORKING RELATIONSHIPS:**1. The Board
2. The Members
3. Sponsors
4. Media Outlets
5. General Public
 | **DECISION MAKING (Freedom to Act):*** Respond under direction to matters of safety
* Respond directly to matters of media communications
* Respond as required in the best interests of the sport of karting and the interests of the NKRC as communicated through executive committee
 | **REPORTING RELATIONSHIPS:*** NKRC Board
 |