



2019/2020 AURC Committee Information Pack

Produced in preparation for the formation of the 2020 AURC

Developed by
AURC Director and AYAA Operations Manager

AURC Committee Selection Process

Once you have read this document please complete the online form with your top **three** role choices. Please note, there are no guarantees for the first preference roles, but when the selecting committee review your choices, they will prioritise your first preference. Additionally, a role may be offered to you that is not one of your preferences.

You can find the online form here <https://aurc.ayaa.com.au/aurc-committee-applications>

AURC Committee Time Commitments

The time commitments required for your preferred role will vary over the next year, ending mid-October 2020. There could be weeks where little to no work is required, but there could also be weeks where the work can exceed 10 hours for certain roles, i.e. team coordinators during the AURC. As such, we have not specifically outlined the times you are expected to commit.

If you have any concerns or questions about prospective time commitments and/or expectations, please contact the AURC Director at myrthe.snoeks@ayaa.com.au.

AURC Committee Application Format

Please complete the online webform on the AURC Website, but you will be asked the following information:

Name:

DOB:

State:

Email Address:

LinkedIn:

Current Workplace/University:

Year of Study (if applicable):

Short Bio:

Strengths (example: marketing, writing, video development, previous budget experience, etc):

Background with the AYAA (If applicable):

Affiliation with a past/present AURC Team (if applicable):

Affiliation with any other societies (if applicable):

Role preferences:

1st Choice:

2nd Choice:

3rd Choice:

Additional information (optional):

AURC Committee Selection Timeline

24/06/19	Roles made available
09/07/19	Deadline for role application
11/07/19	Results announced by email

Position Briefing

Director

The Australian Universities Rocket Competition (AURC) Director is responsible for organising and managing the AURC competition. The AURC Director reports directly to the Operations & Project Manager. The AURC Director must be an individual that is enthusiastic about STEM outreach, highly organised and passionate about aiding in the development of future of Australia's space industry. The AURC Director will be responsible for managing the organising committee for the AURC.

Responsibilities

- Responsible for maintaining rules and regulations.
- Developing and maintaining a working budget, as well as managing finances and ensuring that the event does not finish on a loss.
- Sourcing sponsors, supporters, and merchandise.
- Managing key stakeholders, and ensuring all teams are supported.
- Making key decisions on program rules, team fees, and the competition running.
- Organising the marketing campaign and effectively using available media to advertise.

Qualifications

- Strong organisational skills, enthusiastic, highly motivated with significant attention to detail.
- Ability to work as a leader and as a team member.
- Ability to foresee potential challenges and address them appropriately, as well as overcome any unexpected roadblocks.
- Ability to constantly focus on immediate tasks whilst maintaining focus on the event as a whole and ensuring that all aspects are fused in time for launch.
- Team management, ability to delegate duties and responsibilities.
- Previous rocketry experience is desirable.

Secretary

The Secretary will act as the AURC Director's 2IC and will be the official document recorder for the AURC Committee. If the AURC Director is unavailable, the chair of the meetings falls to the Secretary. You will assist in editing, reviewing and proofreading documentation before being sent out with the AURC Director's approval. You must also ensure that the AURC Committee adheres to all rules and regulations governing an incorporated association. The secretary will also be skilled in online communication and will be responsible for forwarding general enquiries to appropriate committee members.

Responsibilities

- Organising and scheduling meetings.
- Taking committee minutes.
- Distributing documents when required.
- Editing the AURC Documentation.
- Creating the Student Teams Database, keeping it up to date, and compiling metrics.
- If necessary, chairing a committee meeting when the AURC Director is unavailable.

Qualifications

- Background in rocketry is preferred but not essential.
- Excellent English skills.
- Adept interpersonal skills.
- Leadership qualities.
- Highly organised with attention to time details.
- Ability to work independently and within a team.
- Outstanding proofreading, editing and reviewing skills.
- Proficiency in word processing, email and online tools.

Finance and Strategy Team

- 1. Sponsorship Coordinator**
- 2. Treasurer**

Members of the Finance and Strategy Team are creative, dynamic, and goal-oriented individuals, eager to use all available resources and coordination with the overall AURC team to meet financial and strategic objectives of the competition. You will work closely with the AYAA's Treasurer and report to the AURC Director.

Responsibilities

Sponsorship Coordinator

- Assist AURC Director in obtaining/managing sponsorship relations.
- Coordinating with the AURC Media Coordinator & AYAA Media Manager on social media and marketing campaigns to meet financial and strategic objectives.
- Identify and engage with potential supporters of AURC program.
- Prepare proposals and other relevant documentation for programme support.
- Write reports and documentation following the event relating to the financial and strategic outcomes of the event.
- Assist with other AURC Teams/roles where necessary.
- Attend virtual meetings and submit updates via Slack/Trello/Google hangouts.

Treasurer

- Assist with the development and maintenance of the overall AYAA budget.
- Track event spending and costs.
- Evaluate progress of AURC against provided metrics and ensure those goals are met.
- Write reports and documentation following the event relating to the financial and strategic outcomes of the event.
- Assist with other AURC Teams/roles where necessary.
- Attend virtual meetings and submit updates via Slack/Trello/Google hangouts.

Qualifications

- Can coordinate and work with a nationally dispersed team.
- Can effectively work with an international, interdisciplinary team.
- Fast email and messaging response turnaround time.
- Familiarity with productivity tools is an asset (example: Slack).
- Strong competency in budgeting and excel is required.
- Experience in fundraising and/or financial management is an asset.
- Experience in strategy development is an asset.

Media and Communications Team

1. **Media & Communications Coordinator**
2. **Graphic Designer**

The Media and Communications Team is a dynamic, innovative, enthusiastic team with creative members. You are eager to communicate the benefits and advantages of being involved with the AURC to our target rocketeer audiences, and potential sponsors or partners, while ensuring your campaigns are consistent with the overall AYAA communications strategy. Members of the communications team will report to the Media and Communications Coordinator and the AURC Director.

Responsibilities

Media and Communications Coordinator

- Execute social media and marketing campaigns with support from the AURC Director, Secretary, and the AYAA Media Manager.
- Create a social media and marketing campaign to increase the visibility of the AURC with support from the AURC Secretary and AYAA Media Manager.
- Promote and raise awareness of the AURC.
- Coordinate media relations and advertising before, during, and after the event.
- Proofread and edit all written content and material for sponsors and stakeholders (e.g. presentations, debrief reports, templates, etc.).
- Attend virtual meetings and submit updates via Slack/Trello.
- Assist with other AURC Teams where necessary.

Graphic Designer

- Develop brochures, flyers, banners, potential sponsor packages, and other materials for AURC.
- Design Mission Patches and other additional merchandise such as t-shirts, hats, etc.
- Attend virtual meetings and submit updates via Slack/Trello.
- Assist with the creation of social media and marketing campaigns to increase the visibility of the AURC with support from the AYAA Media Manager.

Qualifications

Media and Communications Coordinator

- Experience in marketing and management is an asset.
- Strong interpersonal and communication skills.
- Professionally fluent in English.
- Can work independently and meet objectives in a timely manner.
- Can coordinate and work with a nationally dispersed team.
- Can effectively work with a national, interdisciplinary team.
- Fast email and messaging response turnaround time.
- Familiarity with productivity tools is an asset (example: Slack).
- Experience in social media marketing is an asset.

Graphic Designer

- Experience with graphic design is an asset (preference for Adobe products)
- Experience with video editing is an asset
- Professionally fluent in English
- Can work independently and meet objectives in a timely manner
- Can effectively work with a national, interdisciplinary team
- Fast email and messaging response turnaround time
- Familiarity with productivity tools is an asset (example: Slack)

AURC Team's Coordinators

The AURC Team's Coordinators are professional, articulate, and eager to provide assistance and guidance to potential and accepted student teams about the application process, the AURC, and rocketry learning curve. You will serve as the main point of contact to all student teams and will need to refer students to the appropriate point of contact. You will also aid in the evaluation of team updates and reports. The AURC Team's coordinators will report to the AURC Director directly.

*Team Coordinators can **NOT** be involved in AURC Teams throughout the 2020 competition cycle. However, team 'alumni' are strongly encouraged to apply.*

Responsibilities

- Aid in the development of all competition documents, including but not limited to: Rules, Standards and Guidelines (RSG), Scoring, Awards, Rubrics, etc.
- AURC Teams Coordinators will lead the event marking and be responsible for maintaining a record of marks for all teams.
- Coordinate all contact with student teams regarding the status of their application, as well as any communication required leading up to, and during, the AURC.
- Potentially aid in the evaluation of team progress updates and reports.
- Manage and update channels for inter-delegate communication (example: AURC 2019/2020 Facebook group).
- Act as the point of contact for student teams' issues/questions and quickly resolving concerns.
- Curate and compile the Team Handbook with relevant information about the AURC, the AURC schedule, biographies of speakers/judges, information on the Launch Site area, and tips on how to prepare for the event.
- Create a 'Guide to the AURC' with examples, milestones and recommendations for incorporating proven methodologies and strategy for a well-developed team.
- Attend virtual meetings and submit updates via Slack.

All Teams Coordinators will be expected to maintain confidentiality of team's progress, updates, marking, and/or technical reports.

Qualifications

- Must either be undertaking a technical degree or have completed one.
- Some level of experience with rocketry.
- Fast email and messaging response turnaround time.
- Professionally fluent in English.
- Can work independently and meet objectives in a timely manner.
- Can coordinate and work with a globally dispersed team.
- Can effectively work with an international, interdisciplinary team.
- Familiarity with productivity tools is an asset (example: Slack).
- Experience with commerce tools is an asset (example: EventBrite).
- Experience in customer service is an asset.
- Strong interpersonal and communication skills.

Logistics Team

- 1. Logistics Coordinator**
- 2. Event Manager**

Members of the logistics team are detail-oriented, organised, and proactive individuals that will coordinate the logistics of the venue, accommodation, social events, and other aspects related to events management. The smooth execution and maintenance of the AURC is your priority. The logistics team will report to the AURC Competition Director.

Responsibilities

Logistics Coordinator

- Organising pre-event activities, including the Preliminary Launch Event.
- Organising and coordinating with sponsors on any industry tours.
- Providing advice to teams on organising transport.
- Assisting teams with STEM outreach.
- Liaise with points of contact for venue related logistics.
- Create and organise outreach social events.
- Attend virtual meetings and submit updates via Slack.
- Assist with other AURC Teams where necessary.

Event Manager

- Organisation of the competition event (including event timetable and structure).
- Organise and coordinate with any key members of the industry for any event related activities.
- Communication with the rest of the committee for transport, infrastructure, facilities, ground support equipment.
- Work with the finance and strategy team to elaborating estimated budgets for different organisational phases of the event.
- Liaise with points of contact for venue related logistics.
- Find accommodation and travel information for guest speakers/judges.
- Attend virtual meetings and submit updates via Slack.
- Assist with other AURC Teams where necessary.

Qualifications

- Strong interpersonal and communication skills.
- Strong organisational skills.
- Professionally fluent in English.
- Can work independently and meet objectives in a timely manner.
- Can coordinate and work with a globally dispersed team.
- Can effectively work with an international, interdisciplinary team.
- Fast email and messaging response turnaround time.
- Familiarity with productivity tools is an asset (example: Slack).
- Experience in event management is an asset.
- Familiarity with the AURC Launch Location is an asset.

Final Notes

All roles are voluntary and unpaid. The AYAA is not able to provide any additional financial assistance for travel, accommodation, and other expenses incurred.