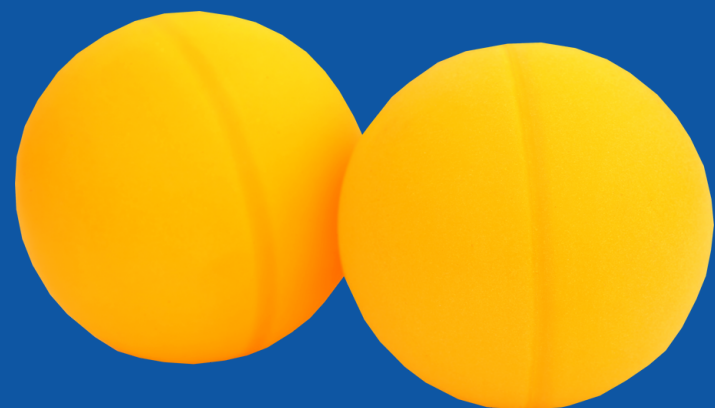




UNIVERSITY OF MELBOURNE

2023 MUTTC Recruitment Booklet

Prepared by the Melbourne University Table Tennis Club





ABOUT MUTTC

The Melbourne University Table Tennis Club provides university students with the opportunity to play table tennis in a friendly and inclusive sporting environment. While our main purpose is to allow students to play table tennis socially before or after class, there are numerous tournaments throughout the year for competitive players. We also frequently hold social events, such as subsidised dinners and movie nights, as part of our commitment to making all members feel welcome.

MUTTC HAS WON



Gold awards



Silver awards

in Australian University

Games since 2012

For more details, please visit our website

ROLES AND RESPONSIBILITIES

IN MUTTC COMMITTEE



Events Manager
Social Events Manager
Competition Events Manager
Social Media Manager
Website Manager
Stadium Manager

EVENTS MANAGER



The MUTTC Events team is respectively in charge of planning and creating social and competition-based events. This allows our members to interact with others, compete and put their skills to the test. We tailor these events to mostly university students. Below is the description for two roles:

Social Events Manager

Responsible for:

- Planning and running social events
- Catering for AGM
- Creating opportunities for members to socialise outside of our regular table tennis sessions

Competition Events Manager

Responsible for:

- Running trials for inter-university events
- Running MUTTC competitions or asking help from others when necessary
- Prizes management
- Creating the draw and structure of the competition



SOCIAL MEDIA MANAGER



The MUTTC social media platforms are our way to connect with our members and wider community outside of our club sessions. These platforms are used to communicate different events the club may hold and also last-minute disruptions that may happen to our sessions. In the social media team, it is your responsibility to make sure these posts are written up promptly and shared across all our platforms.

Social Events Manager

Responsible for:

- Creating content and posting mainly Facebook and Instagram posts at least once per fortnight
- Replying to Facebook messages
- Communicating with the events team and website manager for campaigns and other marketing efforts
- Being the club's photographer



WEBSITE MANAGER



Our website manager oversees the day-to-day maintenance and administration of the MUTTC website. They perform a range of IT, marketing and website development tasks to ensure that users can navigate easily. The website manager is responsible for managing all aspects of the website. This position is for someone who has a keen interest in how to build websites and preferably good design skills.

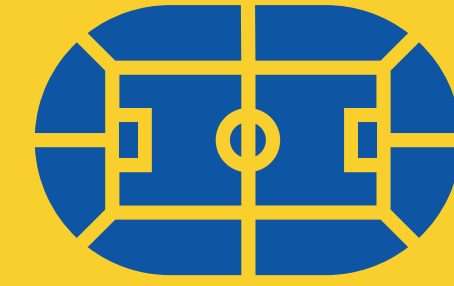
Website Manager:

Responsible for:

- Learning how to use WIX, a website builder
- Managing posts, articles, images, videos and webpages
- Communicating with the social media team and events team for campaigns and other marketing efforts
- Aligning the website with MUTTC's brand, strategy and standards



STADIUM MANAGER



Stadium managers are responsible for keeping the stadium in working order and making sure our club sessions run as smoothly as possible. The managers play an important role for communicating clearly with our members when to pack up, answering our members' queries and bringing in a fun and friendly attitude! They are essential and in charge of our weekly operations.

Stadium Manager

Responsible for:

- Opening/closing the stadium for sessions at least once per week
- Lending bats for people during sessions
- Ensuring equipment quality is maintained
- Answering and directing members' enquiries
- Directing and communicating to members to set up and pack up table storage
- Checking for membership and casual fee



OUR BENEFITS



EXCLUSIVE DISCOUNTS

Access to our exclusive discounts ranging from uniforms to Butterfly products.



PROFESSIONAL SKILLS

Develop communication and organisational skills to head-start your career.



A COMMUNITY

Befriend a passionate community who loves table tennis as much as you!



HOW TO APPLY



Read our booklet

Inform yourself with our roles in the MUTTC committee and know which ones interest you.



Register for online application

Look at our website or Facebook post for our recruitment link.



Attend our interview

Interviews will take place for successful applicants.

THE MUTTTC COMMITTEE

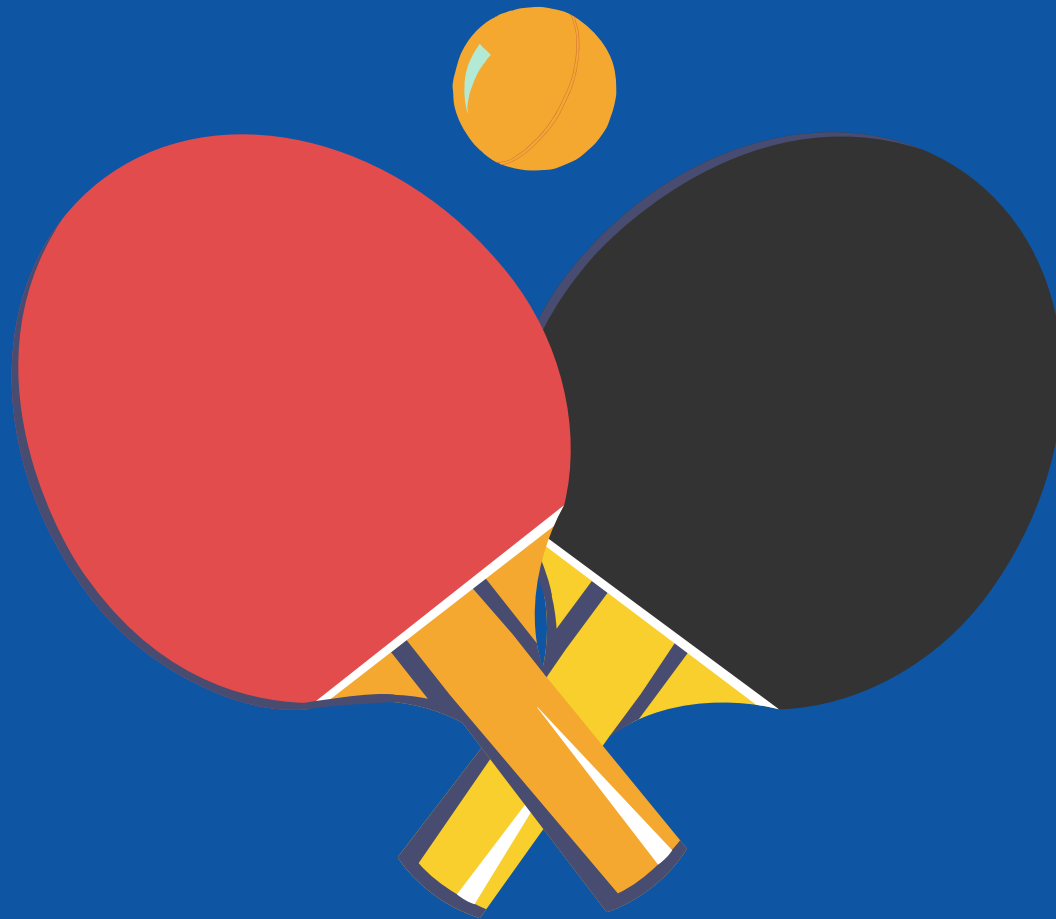
ALL INCLUSIVE COMMUNITY OF TABLE TENNIS FANATICS



Current Committee on our webpage

MUTTTC | COMMITTEE

INTERESTED? APPLY NOW!



If you have any questions, email us at unimelbttc@gmail.com, and we'll answer them!

To learn more about MUTTC, and to follow our socials, please follow our website: www.muttc.com