



Work Placement Position

Hidden Gems Wedding & Event Directory

Marketing & Sales Assistant

Hidden Gems Wedding & Event Directory was created in 2016 by Bathurst City Community Club to showcase small and large business across Rural NSW that specialise in the wedding & event industry. But more specifically, businesses which are the hidden gems within the regional and rural communities.

We are about:

- Diversity
- Equal opportunity
- Keeping money local
- Supporting our local community

Hidden Gems offers a platform to shine light on the entrepreneurs of Rural NSW as well as daily inspiration on the latest wedding & event trends through our Instagram and Facebook pages.

This community directory aims to increase the economic wealth of small business in Rural NSW. The larger our community grows, the more our community benefits from increased traffic and exposure to the products and services that make us all Gems.

Subject: **Session 2 (60): BUS370**

Specialisation: Marketing & Business

Location: Bathurst


Availability: 3 positions available

Our opportunity is for 10-20 hours per week over 6-12 weeks. The position will include

- Identifying and contacting businesses 'hidden gems' of Rural NSW.
- Increasing the number of subscriptions to the directory.
- Identify and utilise different marketing platforms to increase awareness of the directory across Rural NSW
- Identify potential business relationships (MOU's) that could create more traffic to the directory

Key requirements:


- Ability to work as part of a team
 - Ability to take direction
 - Ability to complete tasks in allocated timeframes
 - Enthusiasm for our product
 - Interest in Wedding & Events is desired but not mandatory
 - Great customer service skills
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Further Info

**How to apply**

Complete [Form F: Authority to Disclose Information](#), and email along with a covering letter, a copy of your academic transcript and resume to Rebecca Mathie, (Manager – Hidden Gems Wedding & Event Directory) – events@bcc.com.au

**Closing Date**

[Closing Date](#)
