

Special Events and Partnerships Assistant

UniSport Australia is seeking a person to fill the role of Special Events and Partnerships intern to be a part of the 2024 Nationals – Canberra event delivery team. This is an internship opportunity at our Gold Coast office and will offer work experience leading up to the 2024 UniSport Nationals – Canberra event. Find out more about the event here: www.unisport.com.au/nationals.

As part of this internship, you will get hands on work experience in the areas of:

- Working alongside a variety of sport personnel, venues, sponsors, and other stakeholders.
- Assisting with the planning of opening ceremonies and medal presentations.
- Planning, production, and execution of high-quality event activations, chill out zone activities and ceremonies.
- Assisting with the delivery of the special event program during the event period/s.
- Delivering the activation and chill-out zone activities during the event period.
- Contributing to the development of venue site plans, including partner activations.
- Liaising with venues, sponsors and other event stakeholders relating to special events conducted.
- Preparing run sheets, task lists, speech notes and other event documentation.
- Take on a variety of administrative projects and day-to-day tasks for the event.

Is this role for you? The Special Events and Partnerships internship would suit a person studying in the field of sport management, event management or someone who has an interest in special events.

We are looking for someone who:

- ✓ Can remain calm under pressure while balancing several tasks at any one time.
- ✓ Has excellent written, verbal, and organisational skills.
- ✓ Is creative and can develop event ideas and concepts.
- ✓ Is confident in communicating with a wide variety of people.
- ✓ Prides themselves on their ability to prioritise and meet deadlines and manage expectations.
- ✓ Competent using Microsoft Office.
- ✓ Has initiative.
- ✓ Can contribute to a wider team working towards common goals.
- ✓ Is enthusiastic and motivated.
- ✓ Has well developed customer service and problem-solving skills.
- ✓ Can exercise judgment and work without supervision.
- ✓ Is friendly and approachable.

Key information:

- Position duration is from June, July or August 2024 to October 2024, or as negotiated.
- This role requires one-two days (or eight to 10 hours) a week for the duration of the internship as well as Full Time availability across event delivery periods. Arrangements will be made to accommodate study commitments, exams, work, and holidays.
- The role may require full attendance for the set up and event period of UniSport Nationals – Canberra.
- The role may involve lifting and shifting of equipment such as signage, boxes, and tables.
- A full induction to UniSport, on the job training and event uniforms are provided.

How to apply:

Read the position description in full and learn more about [UniSport Australia via our website](#).

Prepare your application – applications must include:

- A cover letter introducing yourself and providing an overview of your current study and work experience interest.
- CV/resume including the names and contact details of two references.

Submit your application in a [single PDF](#) document to volunteer.coordinator@unisport.com.au

Applications and interviews will be accepted and scheduled on a rolling basis until the position/s is filled.

Further information:

Hayley Gorman

Workforce Coordinator

Ph: 07 3876 2610

hayley.gorman@unisport.com.au

