

Sports Assistant Internship

UniSport Australia is seeking a person to fill the role of Sports Assistant intern to be a part of the 2024 UniSport Nationals – Canberra event delivery team. This is an internship opportunity at our Canberra, Brisbane or Gold Coast office and will offer work experience leading up to the 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:

- Assisting with the production of competition draws and fixturing requirements.
- Assisting with procurement and distribution of relevant sports and event equipment
- Working alongside a variety of sport personnel, venues, sponsors, and other stakeholders.
- Assisting with competition manager training requirements.
- Appropriately processing all event-time documentation including scorecards.
- Assisting in the production of sport handbooks and competition management manuals, both of which are integral sport competition resources.
- Helping to collate, allocate, distribute, and track sport and event equipment across venues.
- Assisting with training event time sport volunteers.
- Updating event website pages.
- Contributing to the development of venue site plans.
- Acting as a Sport Liaison Officer for the event period.

Is this role for you? The Sports Assistant internship would suit a person studying in the field of sport management, event management or someone who has an interest in sporting competitions.

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 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 August to October 2024, or as negotiated.
- This role requires two days per 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

