



Event and Operations Intern

Position Description

Position:	Event and Operations Intern
Location:	Javelin Room, AIS Athletics Track, Masterman St, Bruce
Basis:	Internship (1-5 days per week)
Reporting relationships:	Executive Officer Athletics ACT Board Competition Manager
External relationships:	Athletics Australia ACT Government Australian Institute of Sport Affiliated Athletics Clubs

An exciting opportunity has opened at Athletics ACT to be involved in the planning and delivery of major events and competitions.

The Event Management Assistant provides a great opportunity for university students in their third to fourth year to gain experience in an entry level position in the sports industry. This internship will provide a comprehensive understanding of the work which goes into event planning and delivery. This dynamic role will provide a fantastic opportunity to the successful applicant to be involved in community based events all the way through to large scale events including ACT Championships and Australian Athletics High Performance events.

Role Summary

This role is responsible for assisting the Executive Officer in the planning and delivery of athletics events in the ACT. This role requires an individual with a flair for event organisation, activations, grass roots/community sport, stakeholder engagement, and the participant experience.

Key Tasks and Responsibilities

- Assist the Executive Officer in the planning and delivery of major athletic events in the ACT, including the Canberra Festival of Athletics and ACT Championships.
- Coordinate with event sponsors and partners to deliver activations and service agreements where appropriate.
- Work with community stakeholders to drive increased participation and event experience.
- Manage and respond to any issues or general enquiries relating to events and competitions as appropriate.
- Follow the policies and procedures of Athletics ACT.
- Assist the Competitions Manager on event days as directed by the Executive Officer.
- Perform ad-hoc administration task as directed by the Executive Officer

About the role

The Internship position is a volunteer role based in the Athletics ACT office at the AIS, whereby the successful candidate will gain practical experience in sports administration and regulation.

The applicant must be available for at least 1 day per week and must be prepared to assist at frequent weekend events.

The ideal candidate will use this opportunity to satisfy course credit or work experience requirements for university or college.

This internship is unpaid.

General Knowledge, Skills & Experience

- Good interpersonal skills
- Excellent communication skills
- Good organisational and time-management skills
- Ability to work as part of a team and the ability to work individually as required
- Ability to receive and follow directions from a supervisor
- Ability to promote and commit to the values Athletics ACT
- Ability to follow the policies and procedures of Athletics ACT
- Previous experience as an events volunteer is advantageous
- Working with Vulnerable People

ADDITIONAL INFORMATION

Value to the Intern

- Statement of Service provided to student post event on successful completion of the Internship. Statement outlines number of hours contributed and main tasks completed
- Direct supervision and guidance from an industry professional
- Opportunity to apply theoretical knowledge to workplace and develop industry skills
- Opportunity to create a personal network and be part of delivering world-class events for world-class athletes.