

Event Assistant Intern - NUC

UniSport Australia is seeking a person to fill the role of Event Assistant intern to be a part of the 2025 National University Championships event delivery team. This is an internship opportunity at our Brisbane or Gold Coast offices and will offer work experience leading up to and during the 2025 UniSport Nationals events. 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 in the planning for event delivery in the areas of operations, sports and special events.
- Working alongside a variety of sport personnel, venues, sponsors, and other stakeholders.
- Assisting with training event time sport volunteers.
- Creating and updating event documentation and event website pages.
- Contributing to the development of venue site, signage plan, draws and fixturing requirements.
- Supporting with risk management plan.
- Bumping in/out of venues.
- Event crew and liaison during agreed UniSport events.

Is this role for you? The Event Assistant 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 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 March to June 2025, June to October 2025, or as negotiated.
- This role requires one or 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 the National Athletics 22 – 24 April, National T20 Cricket Championships – Sunshine Coast, 28 July – 1 August 2025 or UniSport Nationals – Gold Coast, 22 September – 3 October 2025.
- 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:

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