

# Operations Assistant Intern

**UniSport Australia** is seeking a person to fill the role of Operations Assistant intern to be a part of the 2024 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 2024 UniSport Nationals – Canberra event. Find out more about the event here: [www.unisport.com.au/nationals](http://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 equipment, signage, and venue layouts.
- Supporting inventory control, equipment tracking and other stock control processes.
- Assisting in venue site maps and signage planning.
- Labelling and testing equipment and signage.
- Bumping in/out of venues.
- Assisting event staff at venues with equipment and set up requirements.
- Working with volunteers at venues to assist with set up and pack down.
- Communicating with competition managers at venues.
- Contingency planning and ability to resolve equipment issues and requests immediately.
- Supporting with risk management.
- Assisting with health and safety strategy implementation across event venues.

**Is this role for you?** The Operations 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 June, July or August 2024 to mid-October 2024, 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 UniSport Nationals – Gold Coast.
- 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 [Hayley.gorman@unisport.com.au](mailto:Hayley.gorman@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](mailto:Hayley.gorman@unisport.com.au)

