

# Sports Assistant Internship

**UniSport Australia** is seeking a person to fill the role of Sports Assistant intern to be a part of the 2026 National – Perth event delivery team. This is an internship opportunity at our Nationals Perth office and will offer work experience leading up to the 2026 Nationals – Perth 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 with the production of competition draws and fixturing requirements.
- Assisting with procurement, collation, distribution and tracking of relevant sports and event equipment.
- Working alongside a variety of sport personnel, venues, sponsors, and other stakeholders.
- Processing event-time documentation including scorecards.
- Assisting in the production of sport integral sport competition resources including handbooks and competition management manuals.
- 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 in a friendly and approachable manner.
- ✓ Prides themselves on their ability to prioritise and meet deadlines, and manage expectations.
- ✓ Competency and efficiency 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.

## Key information:

- Position duration is one or two days per week from July/August to October 2026, or as negotiated. Arrangements can be made to accommodate study commitments, exams, work, and holidays.
- Full Time availability across event delivery period is required, UniSport Nationals – Perth from 21 September – 2 October 2026.
- 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 preferred start date and the names and contact details of two references.

Submit your application in a [single PDF](#) document to [jobs@unisport.com.au](mailto:jobs@unisport.com.au)

**Closing date:**

Start Date:	Applications Close:	Interview Date:
Week Commencing 6 July	Friday 19 June	Week Commencing 22 June
Week Commencing 3 August	Friday 17 July	Week Commencing 20 July

**Further information:**

Workforce Coordinator  
Ph: 07 3876 2610  
[jobs@unisport.com.au](mailto:jobs@unisport.com.au)

