

Event Management- Assistant

An exciting opportunity has opened up at Athletics NSW to be involved in the competition department.

The event Management Assistant provides a great opportunity for university students in their third to fourth year to gain some 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. This dynamic role will provide a great opportunity to the successful applicant to be involved in community based events all the way through to large scale events including State and National titles.

Role Summary

This role is responsible for assisting the Competition Manager perform their day-to-day duties.

Key Tasks and Responsibilities

- Contacting officials, volunteers, schools and other organisations to confirm availability and attendance to upcoming competitions
- Preparing competition/race day packs
- Preparing event equipment and materials
- Manage and respond to any issues or general enquiries as appropriate
- Follow the policies and procedures of Athletics NSW
- Perform and complete other duties as directed by the Competition Manager
- Athlete Check-In/Registration Desk Attendant
- Basket Handler
- Audio Operator
- Field Judge Assistant
- Course Marshall

About the role

The Intern position is a volunteer role based in the Athletics NSW office, whereby the successful candidate will gain practical experience in sports administration and regulation. Athletics NSW currently has a number of positions available in which the applicant must be available a minimum of one (1) day per week. The ideal candidate will use this opportunity to satisfy course- credit or work experience requirement for university of college.

General Knowledge, Skills & Experience

- Good interpersonal skills
- Excellent communication skills
- Good organisational 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 NSW
- Ability to follow the policies and procedures of Athletics NSW
- Previous experience as an events volunteer is advantageous
- Working with Children Check

Should you be interested in applying for the program, please send a cover letter, resume to james.matthews@nswathletics.org.au