

Event Management Assistant Internship

An exciting opportunity has opened 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 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 fantastic 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 Competitions team in performing their day-to-day duties.

Key Tasks and Responsibilities

- 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 direction by the Competition Manager and Competition Coordinator
- Assist the Competitions team on event days

About the role

The Internship position is a volunteer role based in the Athletics NSW office, 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 the frequent Saturday to assist at 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 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

To apply, please email ashleighcrook@nswathletics.org.au