

Events Assistant Intern- Australian Volleyball Super League

Volleyball Queensland is seeking a person to fill the role of Events Assistant intern to be a part of the 2024 Australian Volleyball Super League – Queensland Pirates event delivery team. This is an internship opportunity at our Brisbane office and will offer work experience leading up to the 2024 Australian Volleyball Super League. Find out more about the event here:
<https://league.volleyball.org.au/>.

As part of this internship, you will get hands on work experience in the areas of:

- Working alongside a variety of sport personnel, venues, sponsors, and other stakeholders.
- Assisting with the planning of home rounds at Iona College.
- Planning, production, and execution of event delivery
- Contributing to the development of venue site plans, including partner activations.
- Liaising with venues, sponsors and other event stakeholders relating to special events conducted.
- Preparing run sheets, task lists, speech notes and other event documentation.
- Take on a variety of administrative projects and day-to-day tasks for the event.

Is this role for you? The Events 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 creative and can develop event ideas and concepts.
- ✓ 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 July 2024 to October 2024, or as negotiated.
- This role requires one-two days (or eight to 10 hours) a 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 home round matches at Iona College (September 1, September 7 and September 22).
- The role may involve lifting and shifting of equipment such as signage, boxes, and tables.
- A full induction to Volleyball Queensland, on the job training and event uniforms are provided.



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How to apply:

Read the position description in full and learn more about [Volleyball Queensland via our website](http://www.vq.org.au).

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 events@vq.org.au

Applications and interviews will be accepted and scheduled on a rolling basis until the position/s is filled.

Further information:

Damien Searle – State Operations Manager

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