

# Operations Assistant Internship

UniSport Australia is seeking a person to fill the role of Operations Assistant intern to be a part of the 20<sup>th</sup> Australian Masters Games – Canberra event delivery team. This is an internship opportunity at our Canberra office and will offer work experience leading up to and including the 20<sup>th</sup> Australian Masters Games Canberra 2025 event. Find out more about the event here: [Canberra | Australian Masters Games](#)

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.
- Support contingency planning and ability to help 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 August 2025 to late-October 2025, 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 the event delivery period (18<sup>th</sup> to 25<sup>th</sup> October 2025). Arrangements will be made to accommodate study commitments, exams, work, and holidays.
- 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 [adam.drinkwell@unisport.com.au](mailto:adam.drinkwell@unisport.com.au)

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

**Further information:**

Sports & Operations Manager

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