



RAIDERS

CANBERRA RAIDERS INTERNSHIP DESCRIPTION

The Canberra Raiders Pty Ltd

HOSPITALITY & EVENTS INTERN

Reports To:

Game Day & Events Manager

Corporate Hospitality & Retail Manager

Company:

Canberra Raiders Pty Ltd

Overview:

Reporting to the Corporate and Game Day & Events staff, this entry-level internship position will play a core role in the Canberra Raiders' vision to enhance the hospitality, game day & events experience during the 2024 NRL & NRLW Season. This Canberra based internship is for motivated and committed university students looking to gain valuable industry experience and networking opportunities.

Contact Hours:

This internship is across approximately 30-35 weeks commencing late January to September/October 2024, inclusive of all Raiders NRL & NRLW home games (approx. 6-8 hours per game day) and events, with opportunities for office hours at the Raiders Centre of Excellence.

Key Responsibilities:

- Create run sheets, guest lists, briefs and other event documents.
- Game day and events set up & pack down.
- Physical work required e.g. sponsor signage, corporate facilities
- Greet and brief contractors, sponsors and charities.
- Develop a professional relationship with game day and event affiliates.
- Work alongside club employees as directed.
- Assist with risk management audits.
- Assist with partner queries and providing solutions (complaint handling)
- Corporate area game day meet and greet. Liaise with security and catering staff.
- Provide corporate support to partners and guests (i.e., Confidentially provide corporate area information, seating direction and catering/beverage service)

Requirements:

- Available for all 2024 Canberra Raiders home games and major events.
- Available to, on occasion and as mutually agreed upon, work in Raiders Centre of Excellence when required by Raiders corporate and game day & events staff.
- Uphold the Raiders Values of Courage, Respect, Integrity, and Professionalism.
- Adhere to all NRL & Raiders confidentiality requirements.
- Meet club contractor expectations as outlined in either writing or verbal.
- Deliver on Game Day Assistant Terms and Conditions.
- Demonstrate high standards of customer service experience and skills.
- Ability to multi-task, stay calm and use initiative in busy environments.
- Excellent interpersonal and communication skills.
- Present neatly and professionally when representing the Raiders.
- A 'can-do' attitude with an eagerness to learn and improve.

Other Outcomes & Provisions:

- Industry exposure within one of Australia's largest sporting codes.
- Exposure to government and corporate event operations.
- Networking with potential future employers.
- Opportunity to integrate with university study requirements.
- Game Day Access Accreditation
- Club Attire
- Game Day Food & Beverage vouchers
- 2 x Silver memberships and 1 x pack provided

Application Information

Applications close Thursday 18th January 2024 or until position is occupied.

Please email your expression of interest with your resume and cover letter to:

Sophie Brian & George Giannakakis | events@raiders.com.au | 02 6253 3515

