

CANBERRA
RAIDERS



2021 CANBERRA RAIDERS
INTERNSHIP DESCRIPTION

The Canberra Raiders Pty Ltd

Game Day & Events Assistant (Unpaid Internship)

Reports To: Stephanie Backer — Game Day & Events Coordinator (acting)
Sophie Brian — Game Day & Events Coordinator

Company: The Canberra Raiders Pty Ltd

Overview: Reporting to the Game Day & Events Coordinator, this entry-level internship position will play a core role in the Canberra Raiders vision to enhance the Game Day & events experiences in the 2021 NRL Season. This Canberra based internship is for motivated and committed students looking to gain valuable industry experience and networking opportunities.

Contact Hours: This internship is across approximately 30 weeks commencing late January to October 2021 inclusive of all Raiders home games (including regional home game) and events, with potential opportunities for office hours.

Key Responsibilities:

- Potentially work in the office to create run sheets, guest lists, briefs and more
- Game Day setup/pack-down
- Events setup/pack-down
- 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 post-game and event evaluations
- Make calls to confirm RSVPs for events

Requirements:

- Available for all 2021 Canberra Raiders home games (including regional home game) and events
- Available to potentially work in Raiders Centre of Excellence office the week leading into Game Days and events or as mutually agreed upon
- Demonstrate customer service experience and skills
- Multi-task and able to cope in busy environments
- Excellent interpersonal and communication skills
- Previous events and/or sports management experience will be highly regarded
- A 'can-do' attitude with an eagerness to learn is essential

Student Outcomes:

- 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
- Raiders uniform provided
- 2 x silver memberships provided

Applications close Monday 14 December 2020

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

Stephanie Backer - Game Day and Events Coordinator
(acting)

sbacker@raiders.com.au

02 6253 3515

