Griffith UNIVERSITY
Queensland, Australia

Position Description

Position Title	Event Intern
Group/Portfolio	Corporate Services
Reports To	Event Manager Event Coordinators
Position Type	Volunteer Position Minimum 1 day per week Additional hours required during event weeks Some days will be split between office work and on the ground event work.

1.0 Position Purpose

Griffith Sport forms part of Student Life and provides a diverse range of sporting and recreational activities, services and facilities for staff, students and the external community. Promoting active and healthy communities, creating opportunities for social interaction and providing avenues for participants to develop new interests are key objectives. Griffith Sport also supports the development of leadership and teamwork through social, club and competitive sport opportunities

Based at the Nathan campus, this position assists the Events Team with providing event coordination for the on-campus events at the Brisbane & Logan Campuses.

The Griffith Sport Event Team is responsible for the planning, logistics and execution of Griffith Sport events and recreation programs. This portfolio includes over 70 events ranging from sporting events to market days. These events are administered to encourage students to interact, socialise and form friendships as well as to attract the wider community to participate on Griffith campuses. The ethos is one of social inclusion, interaction and fun, and ensuring all people can participate in activities in line with their sporting, exercise and other interests.

This internship is broken down into two roles for two students.

What's on at Griffith role: This intern will support the planning and delivery of all on-campus events during trimester one, gaining experience in developing event documentation, managing stakeholder relations, onsite event delivery and develop event toolkits and event plans. You will participate in some fantastic events, and gain understanding of the different stakeholders and processes involved in delivering successful events.

Sporting events role: The sport event intern will assist with the overall planning of the Griffith Sport sporting events such as: supplier logistics, volunteer management, participant registrations and more. This internship focuses closely on the Logan Fun Run.

You will undergo an event staff induction and training, receive ongoing support from our events team, and have access to a workstation to complete any tasks. This position will not always be carried out within the office, and you will be required to work onsite at certain events.

2.0 Eligibility Requirements

- Currently undertaking a degree in Business, Sport and/or Event Management or other relevant degree in the event, sport or recreation industry.

- Ideally have current driver's license, Blue card, First Aid and CPR certificate.

- Demonstrated ability to work autonomously, exercise initiative and discretion in undertaking responsibilities and work effectively in a team environment.

- Strong administration skills with high computer literacy and ability to handle competing demands without compromising standards of service and quality.

- Excellent customer service and interpersonal skills including oral and written communication as well as demonstrated experience in working with a wide variety of people.

3.1 Key Responsibilities

- Assist the Event Manager and Event Coordinators in the management of events, programs and activities operated by Griffith Sport.

- Provide general administrative support to the Grifith Sport office.

- Perform other duties as directed by the Event Manager, Griffith Sport.

Anticipated Dates/Duration:

Week 2 – Week 11 (10 March – 13 June)	One day per week (7.25 hours) Additional hours may be required over Week 11 for Logan Fun Run prep (17 – 23 May 2027)
Logan Fun Run	Sunday 23 May

4.0 Key Capabilities

You should have a background in event management, human resources, marketing, business, logistics, media, and/or communication. The ideal candidate will be well presented, organised, diligent, highly committed and self-motivated. Attention to detail will be vital in this role, along with highly developed people and communication skills, and a can-do attitude. Please also be aware that event days will involve some physical aspects during bump-in and bump-out.

Anticipated Start Date: March 2027

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