**INTERNSHIP - OCEANIA OPEN**

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| **Position** | Event Management Intern |
| **Location** | Preferably Canberra |
| **Reports to** | JFA Sports Director |
| **Working with** | JFA Sports Director, JFA Sports Committee, JFA National Office Administrator |
| **Position type** | Fixed term contract for approximately 3 months |
| **Salary details** | Based on the qualifications and work experience of the successful applicant. |
| **Employment period** | Approximately mid-August 2015 to mid November 2015 |

The Event Management Intern will provide support to the JFA Sports Director. The role involves a wide range of administrative tasks with a primary focus on planning and organising accommodation, transportation and visa processing associated with the Oceania Open.

Duties of the role and other information follow.

**Context regarding the event**

The 2015 Oceania Open is the major international judo event for 2015 and will be the biggest international event held in Australia since the 2000 Sydney Olympics.

The Oceania Open will be held during 13-15 November 2015 with over 250 international players from more than 20 countries vying for qualification points towards the Rio Olympics next year.

The mission statement for the Oceania Open is to plan and stage the Oceania Open event to ensure that participating athletes and officials are provided with an environment in which every competing athlete will have the best opportunity to excel.

**Primary function and key tasks of the Intern**

The successful candidate will report to the Sports Director who will plan and manage the totality of functions required to stage the Oceania Open.

The Event Management Intern will provide support to the Sports Director which will involve a wide range of tasks and subjects with a focus on administration.

In collaboration with the JFA Sports Director, and the JFA Sports Committee, the Intern will plan and co-ordinate, amongst other things, activities related to planning and organising accommodation, transportation and visa requirements for teams participating in the Oceania Open.

This intern position is a hands-on role and will be required to work flexibly, including evenings and weekends as required.

The start date for the job is approximately mid-August with payment being for work undertaken on an hourly basis.

There will be a four week probationary period for this position commencing on the agreed start date.

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| **Expected time commitment** | **Dates** |
| 120 hours | mid-August – mid September |
| 160 hours | mid-September – mid October |
| 160 hours | mid-October – mid November |

It is expected that the role will mostly be fulfilled during business hours, with evening and weekend work as required.

**Key selection criteria**

The Event Intern must be at least 18 years of age and have:

* a high level of commitment
* leadership and self-motivation skills
* organisation and planning skills
* excellent written and oral communication skills supported by strong interpersonal skills
* a confident phone manner
* the ability to work as a member of a team, to work independently and take direction as required
* the ability to work under pressure, have flexibility and patience
* high level computer literacy, especially with Microsoft Office
* knowledge or passion for sports event management
* efficiency, accuracy and attention to detail
* reliability and a mature, strong work ethic
* demonstrated initiative and self-management skills
* the ability to collaborate with a range of topics / issues.

**Pay**

Payment of services will be on an hourly basis with the rate determined on the experience and qualifications of the successful applicant.

**How to apply**

To apply for the Event Management Internship position, applicants must send a copy of their resume, along with a covering letter addressing the key selection criteria listed above to the JFA Sports Director Luis Val via email to luisval@iinet.net.au

Applications close 5pm, 1 August 2015.

For more information, contact Luis Val on the email address stated above.