



## Events and Facilities Intern

### Organisation

La Trobe Sport  
Central Administration  
La Trobe University

### Responsible to

Andrew Pettigrove  
Senior Coordinator, Sport Partnerships and Engagement, La Trobe Sport  
9479 3543  
La Trobe Sports Stadium, Sports Park, Bundoora Campus

Jai Haddock Senior Operations Coordinator, La Trobe Sport  
9479 1355  
Indoor Sports Centre, Bundoora Campus

### Application process

Please submit your application to [a.pettigrove@latrobe.edu.au](mailto:a.pettigrove@latrobe.edu.au) with your resume and a cover letter outlining your skills and the reason why you would like to be involved in this opportunity by Friday 12 November. Short listed applicants will be contacted for an interview.

### Conditions and hours

200 Hours Required

As per Sport Management assessment requirements, this internship is project based and the hours are flexible. Due to the nature of these projects, students may need to work additional hours during or in the lead up to key events.

Commencement and end date are negotiable if agreed upon by your subject coordinator.



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## Position Summary

The purpose of this position is to support and work with the Senior Operations Coordinator, Senior Coordinator, Partnerships and Engagement and La Trobe Sport in managing community sport programs and the administration, planning and development of La Trobe Sport events.

This includes opportunities to work across event and projects such as La Trobe Sports Park events and competition days, La Trobe Sport Orientation Week events and partner events such Melbourne City FC or Melbourne Rebels match days.

## Duties may include

1. Assist the Senior Coordinator, Partnership and Engagement in the administration, planning and development of La Trobe Sport events. Events include:
  - a. Orientation Week, Sports Carnival (Festival for Sport Clubs to promote to new & existing students)
  - b. [The Autumn Cycling Classic](#) (One of Australia's largest cycling events held on Bundoora Campus)
  - c. [Community activity days](#) that encourage the local community to move, get involved in LTS programs and use LTS facilities.
  - d. Team La Trobe events (Community participation events which include: Run/Walk La Trobe, ONJ Wellness Walk & Research Run and the Melbourne Marathon)
  - e. Event opportunities with premium partners, Carlton Football Club, Melbourne City Football Club and Melbourne Rebels Rugby Club
2. Creating and managing activation stands at events
3. Support the Senior Coordinator, Partnership and Engagement and La Trobe Sport with the delivery of events including setup and pack down
4. Assist Senior Operations Coordinator to facilitate a safe and complaint sporting facilities. The role gives the applicant an understanding of relevant codes and best practices for running an event within a sporting facility
5. Assist operations team in facilitating competition and event days throughout the Sports Park precinct, particularly in a venue/duty manager capacity at the Sports Park Stadium.
6. Assist the Senior Coordinator, Partnership and Engagement to oversee the La Trobe University Sport Awards, sport gala awards event, registrations via event ticketing platform, other administrative duties involved with the event and delivery of the event



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7. Liaise, communicate and build effective and professional relationships with both La Trobe Sport staff and external stakeholders including partners, sports clubs, students, Team La Trobe members and other volunteers of the University as directed
8. Assist in the promotion of all La Trobe Sport offerings through actively engaging with students, staff and the community via face to face at O'Week and other university promotion events.

## Key Selection Criteria

1. Must currently be studying 3rd year Sport Management at La Trobe University
2. Excellent written and oral communication and interpersonal skills, including the ability to develop excellent working relationships with, colleagues and students
3. Ability to organise work effectively and efficiently and deliver outputs in a timely manner
4. Ability to work independently, follow established processes and contribute positively to an effective team environment.
5. Ability to carry out operational and manual tasks
6. Due to the nature of the events industry, we require applicants to be flexible with their availability
7. Experience in computer software packages, including strong skills in Microsoft Office, specifically in Excel and Outlook

## Desirable

1. Relevant experience in the administration and deliver of programs and/or events
2. Good attention to detail
3. Confidence to engage with key stakeholders at events

## Essential Compliance Requirements



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- Must hold, or be willing to undertake and pass, a Victorian Working with Children Check
- Take accountability to comply with all University policies, procedures and legislative or regulatory obligations

## Organisational background

[La Trobe Sport](#) is committed to being the Australian University of choice for Sport. We are focused on providing an outstanding student experience, student employability outcomes and being an industry partner of choice.

La Trobe Sport facilitates programs, partnerships, research and course development to enable La Trobe to:

- Be the leading university in Australia for sport-related teaching and research.
- Support student participation in sport and sport-related clubs.
- Actively engage the local community and schools through the use of enhanced sporting facilities and sport services.
- Leverage sports facilities to encourage all members of the University to improve their health and fitness.
- Secure long-term, meaningful institutional influence within the sport industry in Victoria and Australia.