



## ACA INTERNSHIP PROGRAM

The Australian Cricketers' Association (ACA) is advertising 13 ten-week internship positions for ACA members looking to develop their career. Please note that the ACA will only be progressing with five positions, which will be based on the quality of the role and the quality of applications. This means that this role is not guaranteed to come to fruition. Maximum one opportunity per state will be successful.

The internships are paid sport administration internships available to ACA members strictly. This program has been made possible through funds donated by the current players, and through partnerships with state cricket organisations nationally.

A full position description for this year's potential opportunity is listed below.

For more information, you can call Denita Preston at Infront Sports Consulting on 1300 338 546, or to apply, please go to: <https://auscricket.com.au/2022-internship-opportunities>

Applications close at 11:59pm on Wednesday 30th March 2022.

## Event Assistant

The ICC T20 World Cup Australia 2022 is seeking an enthusiastic and hardworking Event Assistant to join our team! The Event Assistant will act as a key support role for the Venues team, providing administrative and operational support to the Event Managers and Specialists.

This position will play a key role in assisting the Event Specialists on a wide variety of operational activities in the lead up to and during event time. The Event Assistant will provide general support wherever it may be needed and act as an all-rounder for the Venues team.

This is a unique opportunity for a keen and enthusiastic event operations professional to play a key role in ensuring exceptional integration and service delivery of a World Cup on home soil!

*This is a flexible role, with the preference for it to be based in Melbourne, Sydney, or Adelaide.*



### From day one you will be

- Providing administrative assistance to the Event Managers & Event Specialists including the compilation of Event documentation
- Assisting with match day documentation preparation (Match summaries, DRS, event plans etc.)
- Providing assistance to the Event Specialist on cross-venue coordination of identified venue related projects, which may include, catering, cleaning and waste, FF&E, overlay and logistics, accreditation, parking, look and wayfinding, activations, volunteers, health and safety or others as determined
- Working within the agreed business planning framework, using the T20WC management policies, procedures, documentation and reporting tools
- Supporting the Event Managers and Event Specialist on venue related operational delivery
- Providing administrative support for Event Time activities as required
- Assisting with team with venue mapping and logistics

### More about you

- You have an interest in sports operations and assisting in venue planning and delivery for an international sport event, with a knowledge of Cricket a distinct advantage
- You have a friendly and engaging communication style
- You have strong relationship building skills and enjoy engaging with a wide variety of stakeholders. You also enjoy working in a high performing and collaborative team environment
- You're adaptable and able to prioritise and multi-task
- You have demonstrated organisational and administrative skills, with a strong attention to detail
- You have an understanding and passion for the sporting and entertainment industry

### More about us



The ICC T20 World Cup is an award-winning team who takes pride in our unique and inclusive culture. We all work hard, challenge ourselves and support each other, but never forget to have fun and celebrate our success!

We offer the opportunity to own your role, stretch yourself, and contribute in delivering one of the biggest sporting events in the world! We support our people in working flexibly and even have the odd ticket to the Cricket.

We believe that the unique contributions of our team are what make the T20WC team so special. Our culture is important to us, and we want to incorporate everyone's perspectives and experience in all that we do. We never discriminate based on race, religion, national origin, gender identity or expression, sexual orientation, age, or marital, veteran, or disability status. The T20WC is a place for everyone.

