JOB DESCRIPTION

Major Events Internship – Ballarat Sports Events Centre

Reports to	Event Manager Commercial Manager
Status	Internship (Placement available)
Location	Ballarat

ORGANISATIONAL BACKGROUND

Basketball Ballarat Association is located in Ballarat where they provide indoor sporting opportunities to over 8,000 people weekly across the Minerdome and Ballarat Sports Events Centre. We are committed to providing a quality service to the local community with honesty and a professional image while promoting a healthy and active lifestyle for all abilities. In 2019 the Ballarat Sports and Event Centre will open after a $24m upgrade to a Stage 1 redevelopment along with $5m Stage 2 further upgrade.

PRIMARY PURPOSE OF POSITION

The Major Events Intern will support members of the Events and Commercial team so they can implement and deliver successful major events as well as a variety of activations on-court for pre-game, during breaks & post game entertainment. Get the industry experience & knowledge to take your career further.

The team specifically focuses on:

- Providing transparency, openness and accountability for BBA operations and initiatives
- Internal and external stakeholder education
- Promoting Basketball in a way that creates high level impact
- Keeping people engaged with Basketball and Indoor Sport with simple and easy product delivery
- Maintain and be guided by analytics of all departmental output

The role of Major Events Intern will provide support and assistance to ensure the delivery of all NBL1 Game Day Activations, Miners Rush Memberships and Major Events at the Ballarat Sports Events Centre.

RESPONSIBILITIES

- Assist and co-ordinate Major Events at Ballarat Sports Events Centre such as;
  -National Events
  -Tournaments
  -NBL1 Home Games
- Manage NBL1 Game Day Activations to ensure delivery & execution to a professional standard
- Assist with 2020 NBL1 Miners Rush Membership co-ordination
- Assist with the match day media operational of Miners Rush events, such as;
  -Corporate Functions
  -Home Matches (Away if required)

KEY PERFORMANCE INDICATORS

- Attendance and enthusiasm for tasks assigned
- Execution of assigned tasks within set timeframe
- Accuracy of any words and/or data produced as part of set tasks

KEY RELATIONSHIPS

Internal

- Events Manager
- Commercial Team
- Other BBA staff

External

- Fan Engagement
- Media and online audience
- Key Stakeholders

SELECTION CRITERIA

Essential:

- High attention to detail
- High level of professionalism
- Ability to meet deadlines and to work effectively under deadline pressure independently
- Ability to work flexible hours including NBL1 Home Games
- Excellent interpersonal and written/verbal communication skills, with an ability to interact effectively with a wide range of staff, officials and stakeholders
- Good ability to problem solve and make sound decisions
- Good organisational, time management
- Excellent project management skills
- Positive approach with a strong team focus and customer service ethic
- Energetic and enthusiastic, with an ability to adapt to different demands, such varied work hours and workload, tight deadlines; and
- Preparedness to work weekends and non-traditional hours as required.

Desirable:

- Passion for and knowledge of sport culture & entertainment;
- A tertiary qualification (not essential) in event management, marketing, recreation or sport management field.

Position is designed for 4-5 days per week as an internship or as necessary for placement and vary depending on home game scheduling

The 2021 NBL1 Season commences in May and concludes in August.

APPLICATIONS

To apply please send your resume and an expression of interest to:

andrew.day@ballaratbasketball.com