Careers & Cooperative Education

Part-time Internship – Major Events Assistant

2 positions available (IP139-140/2011)

Company & location: Parramatta City Council, Parramatta

Closing date: Applications close on 7 August 2011. Interviews will be held shortly after.

Award & duration: $6,600 for 450 hours (paid fortnightly); part-time. This is a part-time internship with flexible hours to fit in with your study requirements.

Website: www.parracity.nsw.gov.au

Transport: Public Transport

Eligibility: UWS students and recent UWS graduates are eligible to apply.

Most suited to: Event Management and/or Tourism final year students and recent graduates

Expected start date: 15 August 2011

Description of organisation

Parramatta, the regional hub of Western Sydney has over 167,000 residents, 88,000 employees and many more who visit our city. As a major cultural centre, the city’s arts, recreational and entertainment industries are expanding. Council is driving the city’s vision of becoming an events led city and every year they host a program of outstanding public events encouraging residents and visitors to engage with city life and catering to our diverse communities. The events program makes innovative use of Parramatta’s unique places and spaces and helps encourage creative enterprise while boosting the local economy, both day and night.

Description of internship

Be part of Parramatta City Council’s City Culture Tourism and Recreation services department in the Major Events team. The Major Events team produce a wide range of high quality events including Crave events, Loy Krathong, New Years Eve, Lunar New Year, Sydney Festival and Western Sydney’s biggest Australia Day Celebration’s!

Key accountabilities include:

- Work independently and within a team displaying appropriate judgement, flexibility, organisational awareness, problem solving and decision making skills.
- Develop event programming and delivery ensuring a high standard of customer service.
- Liaise with event staff regarding the implementation of all aspects of Council’s events ensuring positive public relations for Council are always presented.
- Contribute directly to the preparation of event documents crucial to the success of the project.
- Provide a high level of administrative support including high volume processing of financial documentation.
- Assist with site management including bump in and bump out of events.
• Provide assistance and support in management of performers, stallholders, suppliers and stakeholders associated with Council’s events.
• Assist in the evaluation of events through the conduct of event evaluation surveys.
• Ensure EEO, OH&S for a culturally diverse community and Council policies are complied with at all times.
• Contribute to improved customer service and organisational effectiveness by acting ethically, honestly and with fairness.

Objective of internship
The successful intern will provide event assistance to the major events team during the peak event season. The intern will have the opportunity to contribute to the development of Parramatta's major event program.

Application procedures
You must address each selection criterion listed below. This is your opportunity to demonstrate to the Selection Committee that you have the skills required. It is important to systematically address each by demonstrating how aspects of your skills, qualifications, experience and abilities relate to each of the individual criteria listed. Give specific, concrete examples and emphasise your achievements. Examples can come from all aspects of your experience including paid/unpaid employment, university studies, hobby/sporting groups etc.

Ideally you should prepare responses to each of the selection criteria in a Word document before you start your online application. This will allow you plenty of time to prepare your information. Please make sure you use the spell check function, as there is no facility in the online application form. Then you can cut and paste the information from Word into the online application form.

Guides to assist in preparing your application and addressing selection criteria are available on the CareerHub website: https://careerhub.uws.edu.au/under ‘info sheets’

If you are a current UWS student, we also recommend the new Career vUWS modules, which you access through your student vUWS. Once you are logged in click on Graduate Employment to find a wealth of information. We particularly recommend the module on Selection Criteria.

Essential Criteria
• Recent graduate or nearing completion of the degree
• Proficient in Microsoft word, excel, powerpoint, and outlook
• Excellent communication skills with a sound customer service focus
• Strong problem solving and conflict resolution skills
• Ability to use initiative and work independently as well as effectively as a team player
• Capacity and willingness to be involved in the promotion and implementation of event activities
• Enthusiastic and highly motivated
• Flexible and willing to learn
• Must be an Australian Citizen or Permanent Resident

Desirable Criteria
• Experience working in events management, marketing, public relations and/ or promotions

On-line application form
You must complete the online application form on CareerHub: https://careerhub.uws.edu.au/Form.aspx?id=142255

Current UWS students can access CareerHub with their MyUWS account details.
UWS graduates can access CareerHub, see https://careerhub.uws.edu.au
For any login problems, email: careers@uws.edu.au

Further information:
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For more great opportunities check CareerHub: https://careerhub.uws.edu.au/