

# EVENTS INTERN

## EAST PERTH FC

Enjoying a history that extends beyond 110 years, East Perth Football Club is a proud, successful, and progressive member of the West Australian Football League, well placed for future success. The Club is seeking to appoint a Events Intern. Reporting to the Commercial and Marketing Manager this role will support the East Perth FC fundraising and business development activities.

### KEY DUTIES:

Assist and support the events team with:

- Event bookings
- Match day preparation - including preparing menus, raffle collateral and place cards
- Data management
- Other administrative tasks/ projects as required

### KEY ATTRIBUTES, EXPERIENCE AND SKILLS:

- Currently studying an events management, business or related field
- Experience working within an events administration is advantageous
- High levels of communication, both written and verbal
- Technologically savvy
- Team player with a can-do attitude
- Excellent organisation skills with an ability to work under pressure in a fast-paced environment

### DETAILS

Commencement Date	April 2022
Conclusion Date	October 2022
Hours Required	1 Day Per Week Plus Selected Match Days

### HOW TO APPLY

Submit your CV and a cover letter based on the below criteria to [royals@eastperthfc.com.au](mailto:royals@eastperthfc.com.au)

- An introduction of yourself
- Why you want to complete this placement
- What you will bring to the East Perth Football Club
- The one thing that sets you apart from other candidates

**SUBMIT YOUR CV**  
[royals@eastperthfc.com.au](mailto:royals@eastperthfc.com.au)

*The successful candidate must have a valid Working with Children Check and may be required to undergo a police check.*