

*Internship Program*  
**March/April 2019 – August 2019**

<b>Position</b>	Kanga Cup Administration Assistant
<b>Reports To</b>	Head of Commercial – Megan Salic Digital Services and Administration Manager – Amber Harvey
<b>Company</b>	<p><u>Capital Football</u> The governing body of football in the Australian Capital Territory and a member of the national association, Football Federation of Australia.</p> <p><u>Kanga Cup</u> The McDonald's Kanga Cup is the largest youth football tournament in the Southern Hemisphere, attracting over 350 teams from Australia and overseas. It is conducted in July over a week in Canberra. The Kanga Cup was also presented with the 2017 Minister for Sport and Recreation's Award for Event Excellence.</p>
<b>Overview</b>	<p>The internship will start as one day a week, increasing to 2-3 days per week by April. The program based in Canberra and will introduce you to the ACT Sporting Industry, specifically the operation of a large-scale event.</p> <p>The internship will involve overseeing the operational aspects of all teams entering into the Kanga Cup, as well as working with the Digital Services and Administration Manager, Event Manager and Tournament Director</p>
<b>Position Outline</b>	<p>This role is the first point of contact for all team enquiries for the Kanga Cup. The primary tasks will centre on communications, event management, project management and problem solving.</p> <p>Specific tasks include:</p> <ul style="list-style-type: none"> <li>• Competition software management</li> <li>• Team communications</li> <li>• Team nomination management</li> <li>• Finance coordination</li> <li>• Customer service</li> <li>• Website development</li> </ul>



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<b>Contact Hours</b>	<p>Minimum 8-10 hours per week, increasing closer to the event.</p> <p>Must be available full time from the July 5 to July 12 (with flexibility July 6)</p>
<b>Student Outcomes</b>	<ul style="list-style-type: none"> <li>• Increased exposure to the working of a sports &amp; entertainment industry</li> <li>• Work experience in the field</li> <li>• Project coordination</li> <li>• Leadership and problem-solving skills</li> <li>• Hands on event management experience</li> <li>• Gain a thorough understanding of the local sports industry</li> <li>• Networking opportunities within the ACT sporting industry</li> <li>• Opportunity to learn from previous graduates, while working in a large state federation, 20 motivated staff</li> </ul>

