

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	Football Victoria
Placement Title	Commercial Events Intern
Placement Location	Hybrid
Address (if onsite)	The Home of The Matildas & Victorian State Football Centre, Sports Drive, Bundoora
Primary Supervisor Name	Chris Speldewinde
Position Title	Executive Manager - Commercial
Host Organisation Website	www.footballvictoria.com.au

Host Organisation Background:

Football Victoria (FV) is the governing body for football (soccer) in Victoria with a clear purpose to inspire and enable Victorians from all walks of life to live and love football, for life. As a member federation of Football Australia and through the national body's affiliation with FIFA (Federation of International Football Associations), we look after the administration, promotion and delivery of football and futsal (indoor football) across the state.

Placement Details

Placement Semester/Term	Term 2 and Term 3 2025
Start Date	3 March 2025
End Date	6 June 2025
Days/hours per week	To be negotiated with successful candidate
Hours (total)	200 hours
Placement Type	Unpaid

The host and successful student will have an opportunity to negotiate placement start and end dates, as well as days of the week that align to the Term or Semester dates that the student is enrolled in prior to commencing the placement.

Desired Course Discipline/Background

Preferred degree/areas of study:

Bachelor of Business, Students studying Event management, Students studying marketing

Key Duties and Responsibilities

The successful candidate will play a key role in planning, coordinating, and executing various commercial and event-related activities for our organization. This placement suits a dynamic individual with excellent organizational skills, strong attention to detail, and the ability to manage multiple tasks simultaneously.

Event Planning and Execution

Coordinate and assist with aspects of commercial and corporate events, ensuring seamless execution from planning to post-event evaluation in collaboration with our events partner.

Collaborate with internal and external teams to ensure all event logistics are well-coordinated.

- Assist with on-site event management, addressing issues as they arise.

Commercial Partnerships

- Develop and maintain relationships with key stakeholders, sponsors, and partners.

- Learn about partnership agreements, ensuring mutual benefit is delivered.

Project Management

- Assist in managing timelines and deliverables for commercial initiatives and events.
- Contribute to the creation of project plans, helping to ensure deadlines are met.
- Provide regular updates on each project progress.

Budget Management

- Learn about budget activities and contribute to associated commercial initiatives and events.
- Assist in monitoring expenditures, ensuring financial goals are met.

Marketing and Promotion

- Work closely with the marketing team to develop promotional strategies for events and partnerships.

Selection Criteria

Requirements:

- Interest and knowledge in event coordination and commercial partnerships.
- Project management skills with the ability to manage multiple tasks simultaneously.
- Excellent interpersonal and communication skills.
- Proficient in Microsoft Office Suite.

Attributes:

- Positive attitude to evaluate new opportunities and learning experiences.
- Detail-oriented and highly organized.
- Ability to work independently and as part of a team.
- Creative problem-solving skills.
- Strong time management and prioritization abilities.
- Adaptability and flexibility in a fast-paced environment.

Pre-Placement Compliance Checks & Requirements

- Police Check
- Working With Children Check (WWCC)
- Student Placement Deed
- None

Subject Code

Subject Information	Industry Placement Minor
Subject Prerequisites	<ul style="list-style-type: none"> • Completed 120 credit points of your degree • Have 2 elective spaces in your course plan
Subject Code	2 of the Professional Placement subjects, likely LTU2PP1 and LTU2PP2

How to Apply

Application Deadline: 3 November 2024

Application Instructions:

Please provide:

- CV/Resume
- Cover letter. Please address why you are interested in this placement opportunity.
- Apply through the following link: [Industry Placement Application Form, Careers and Opportunities, La Trobe University](#)

For help with your cover letter and resume - [Resumes and job applications, Careers and Opportunities, LTU](#)

Thank you for considering a Work Based Learning Placement!