



ARINEX PTY LIMITED
VOLUNTARY INTERNSHIP OPPORTUNITIES
BRISBANE OFFICE

are you ready to...

invest in an...

exciting new internship with...

Australia's leading conference, exhibition and corporate events team **ARINEX** as a
Conference Organising Intern?

We are the **Architects of Inspiring Experiences** and we invite YOU to take part in an inspiring internship program and gain some valuable practical experience. Founded in 1974, Arinex is a global, full-service Professional Congress Organiser (PCO) with extensive industry knowledge of the Healthcare, Government, Association, and the NFP sector. With over 40 years of experience, Arinex diligently advises clients while strategically creating and managing their conferences, meetings, incentives, conventions and exhibitions.

We are looking for interns to assist us within our **Conference Organising Business Unit** in our Brisbane office. This is a great opportunity for students looking to gain experience within the conferences and events industry in order to kick-start their career.

Learning opportunities include, yet are not limited to:

- Conference preparation documents e.g. project plan, venue matrix, event order, staffing schedules.
- Committee documentation e.g. agendas, action notes, general communications.
- Conference speaker management e.g. abstract process including communication with authors, preparation of papers for inclusion in program and publication.
- Conference delivery onsite e.g. registration, customer service, program management, bump in and bump out.

Skills/Attributes required:

- Studying or recently completed study in Event Management.
- Strong written and verbal communication skills.
- Great organisational and prioritisation skills.
- Excellent attention to detail.
- Positive "can do" attitude.
- Intermediate Microsoft Excel and Word skills.

Internship Duration

Internships run for a period of six (6) months with a minimum of two (2) days per week (days are negotiable).

If you are looking for an opportunity to learn within a dynamic, fast paced and highly respected organisation, please submit a cover letter and your CV to hr@arinex.com.au