



ARINEX PTY LIMITED VOLUNTARY INTERNSHIP OPPORTUNITY

are you ready to...

invest in an...

exciting new internship with...

Australia's leading event management organisation?

Join Arinex as the new **Sponsorship and Exhibitions Intern** in our Sydney office!

As **Architects of Inspiring Experiences**, we invite you to apply what you've learnt in your studies in a professional context as our next Sponsorship and Exhibitions Intern. Gain valuable hands-on experience within our Sponsorship and Exhibitions department and learn from the leaders in this industry!

Founded in 1974, Arinex is a global event management company overseeing events from the traditional Professional Congress Organiser (PCO) aspect through to creating unique corporate experiences. Our extensive industry knowledge covers the Healthcare, Government, Association, as well as the NFP sectors. For over 40 years, Arinex has provided professional advice to our clients while strategically creating and managing their conferences, meetings, incentives, conventions, exhibitions and corporate events.

Learning opportunities include, yet are not limited to:

Sales

- Conducting market research to develop databases of prospective sponsors and exhibitors.
- Producing effective sales documents and sponsorship packages to sell to relevant organisations.

Operations

- Conducting a cost analysis of each sponsorship package the sales team has produced.
- Managing all administrative functions such as invoicing sponsors and exhibitors for the packages they have purchased.
- Ensuring that all sponsorship entitlements are delivered to sponsors.
- Updating websites, program books, satchel designs, banners, onsite signage and more with relevant sponsors' logos.

Skills/Attributes required:

- Strong written and verbal communication skills.
- Good 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 maximum of two (2) days per week (days are negotiable). During this period, you may also have the opportunity to experience events on-site. 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

