



Arinex Pty Ltd
Voluntary Internship Program
Conference Organising (Melbourne)

are you ready to...
invest in an...
exciting new internship with...

Australia's leading event management organisation?

Join Arinex as the new **Conference Organising Intern** in our Melbourne 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 Conference Organising Intern. Gain valuable hands-on experience within our Conference Organising 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 47 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:

- Conference preparation documents e.g. project plan, venue matrix, event orders, run sheets, menu selections.
- 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 marketing e.g. market research, preparation of collateral, design of newsletters and distribution.
- Conference delivery onsite e.g. registration, customer service, program management, bump in and bump out.
- Digital conference organising e.g. management of virtual platforms, coordination of virtual events etc.

Skills/Attributes required:

- Studying or recently completed study in Event Management.
- 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 three (3) 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



Architects of Inspiring Experiences
Brisbane • Melbourne • Perth • Sydney • Auckland (NZ)