



Arinex Pty Ltd  
Voluntary Internship Program  
Incentives and Special Events (Sydney)

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

Australia's leading conference, exhibition and corporate events team **ARINEX** as a  
**Incentives and Special Events 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), Destination Management (DMC) and Special Events Company with extensive industry knowledge across many industries. As leaders in our field, we are proudly the first Carbon Neutral Event Management Company in Australia. With over 47 years of experience, Arinex diligently advises clients while strategically creating and managing their conferences, meetings, incentives, conventions, exhibitions, awards dinners and corporate special events.

**Learning opportunities include, yet are not limited to:**

- Learning about destinations including Australia, New Zealand and Fiji.
- Assisting with designing proposal concepts and the creation of events.
- Assisting with the development of incentive itineraries.
- Assisting with budget preparation.
- Providing onsite support and assisting with the finalising conference tours programs, such as day tours and pre/post tours.
- Assisting with contacting supplier and receiving quotations for programs.
- Updating product information and suppliers to our database.
- Assisting with site inspection planning and Runsheet orders.

**Skills/Attributes required:**

- Studying or recently completed study in Event Management.
- Awareness and interest in destination management and logistical events.
- Possess a creative streak.
- Strong written and verbal communication skills.
- Great organisational and prioritisation skills.
- Excellent attention to detail.
- Positive "can-do" attitude!
- Intermediate user of Microsoft Office, particularly Excel and Word. Canva and PowerPoint desirable but not essential.

**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](mailto:hr@arinex.com.au)



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