

Internship Program July - October 2021

Position	McDonald's Kanga Cup Administration Assistant
Reports To	Head of Commercial – Ben Kirk Digital Services and Administration Coordinator – Tejas Sapate
Company	<p><u>Capital Football</u> The governing body of football in the Australian Capital Territory and a member of the national association, Football Federation of Australia.</p> <p><u>Kanga Cup</u> The McDonald's Kanga Cup is the largest youth football tournament in the Southern Hemisphere, attracting over 350 teams from Australia and overseas. It is conducted in July over a week in Canberra. The Kanga Cup was also presented with the 2017 Minister for Sport and Recreation's Award for Event Excellence.</p>
Overview	<p>The internship will be 2-3 days per week starting in late July. The program based in Canberra and will introduce you to the ACT Sporting Industry, specifically the operation of a large-scale event.</p> <p>The internship will involve overseeing the operational aspects of all teams entering into the McDonald's Kanga Cup, as well as working with the Digital Services and Administration Coordinator, Event Manager and Tournament Director</p>
Position Outline	<p>This role is the first point of contact for all team enquiries for the McDonald's Kanga Cup. The primary tasks will centre on communications, event management, project management and problem solving.</p> <p>Specific tasks include:</p> <ul style="list-style-type: none"> • Competition software management • Team communications • Team nomination management • Finance coordination • Customer service • Website development





Kanga Cup Organising Committee
 Unit 2/3 Phipps Close
 Deakin ACT 2600
 PO Box 50
 Curtin ACT 2605
 E: info@kangacup.com
 P: 02 6260 4000

<p>Contact Hours</p>	<p>Minimum 10-12 hours per week, increasing closer to the event. Must be available full time from the September 24 to September 29</p>
<p>Student Outcomes</p>	<ul style="list-style-type: none"> • Increased exposure to the working of a sports & entertainment industry • Work experience in the field • Project coordination • Leadership and problem-solving skills • Hands on event management experience • Gain a thorough understanding of the local sports industry • Networking opportunities within the ACT sporting industry • Opportunity to learn from previous graduates, while working in a large state federation, 20 motivated staff

