



<b>Role Title</b>	Events Assistant
<b>Organisation and Website</b>	Netball Victoria Melbourne Vixens - Melbournevixens.com.au
<b>Organisational Overview</b>	The Melbourne Vixens is an Australian netball team in Melbourne which competes in the Suncorp Super Netball league. The Melbourne Vixens are owned and run by Netball Victoria - the peak sporting body for netball in Victoria.
<b>General Duties</b>	Assisting with the preparation and roll out of Melbourne Vixens and Netball Victoria events and activations across the state, including activities on Melbourne Vixens home games.  Duties include: <ul style="list-style-type: none"> <li>- Coordinating show bags and giveaways for events;</li> <li>- Creation of collateral for match day (e.g. signage, raffle items, etc.);</li> <li>- Setting up and packing down activations; and</li> <li>- Setting up and packing down promotional items and banners.</li> </ul>
<b>Location</b>	487 King street West Melbourne
<b>Timing</b>	Thursdays or Fridays and some weekend work.
<b>Contact Person</b>	Kate Chamberlain Senior HR Coordinator 9321 2237 <a href="mailto:Kate.chamberlain@netballvic.com.au">Kate.chamberlain@netballvic.com.au</a>
<b>Student Qualities/ Interests</b>	<ul style="list-style-type: none"> <li>• Attention to detail.</li> <li>• Reliable, adaptable and proactive approach to work.</li> <li>• Interest in working in sport and or events.</li> </ul>
<b>Application Process/ Requirements</b>	Please send CV and cover letter
<b>Application Deadline</b>	ASAP