



RDK Sports Management are a Global Athlete Management Company specialising in Athlete Management Services, Consulting, Marketing & Events through Sport, Business & Community Organizations.

We are seeking a highly motivated and creative Athlete Services Assistant Intern to join the team in our Gold Coast Office who will gain valuable hands on experience in Sports Management working alongside a senior mentor.

This role is designed to assist a professional, driven and diligent person with their learning, development and networking opportunities, providing the successful applicant with the experience of assisting with key projects, events and athlete service requirements.

At RDK Sports Management, we are passionate about the overall development, well-being & inclusive opportunities for people and look forward to welcoming the successful applicant into our organization.

**Areas of responsibility include:**

- Assist with client services
- Assist with professional clients appearances and bookings
- General Administration duties including research, database management and data entry
- Assist with junior elite development programs & consulting projects
- Assist with event planning & logistics
- Other duties as assigned

**Key attributes**

- Genuine care for others
- Creative in their thinking with the ability to think outside the square.
- Ability to work autonomously when required
- Ability to use Microsoft Excel, PowerPoint, Microsoft Word
- Efficiency, multi-tasking & time management skills
- Professional & Driven
- Respectful
- Passionate
- Trustworthy, honest & reliable

The successful applicant must be available for 10 hours per week with the length of position to be discussed. RDK staff will sign off on hours each week for those who require them to be submitted for University subjects and at the completion of the internship, we will provide a letter of reference for future job applications.

For further information or to apply, please email your resume and cover letter to [flynn@rdksports.com.au](mailto:flynn@rdksports.com.au)