

Do you want to gain experience in the industry?

Do you want a quality internship experience?

Do you want to work on tangible projects?



**Australian University Sport** is seeking a person to fill the role of Digital Media Assistant to be a part of our marketing and media team. This is an internship role with our head office and will offer experience across a portfolio of events, programs and projects.

As part of this internship, you will get hands on experience in:

- Managing, filing and scheduling event and sponsor social media content on Facebook, Instagram, Twitter, YouTube and Snapchat
- Developing and maintaining event-time sponsor activation manuals
- Developing sponsor activation schedules
- Executing sponsor activation activities
- Assisting in writing event electronic direct mailings (EDMs)
- Assisting in managing invitations and RSVPs
- Assisting in marketing and sponsorship reporting
- Monitoring, responding to and reporting on social media activity, including direct messages, follower comments and posts, and third party posts
- Attending various events in an event delivery capacity

**Is this role for you?** The Digital Media Intern role would suit a person studying marketing, media or public relations, with an interest in sponsorship, brand management or sport marketing. It would also suit someone who has previous experience in brand activation.

**We are looking for someone who:**

- Has experience in using social media platforms including Facebook, Instagram, Twitter, Snapchat and YouTube
- Is studying in the field of public relations, media or marketing
- Has excellent writing, verbal and organisational skills
- Is confident in communicating with a wide variety of people
- Has the ability to prioritise and meet deadlines, and manage expectations of stakeholders
- Has experience in using Microsoft Office
- Has initiative
- Can work as part of a fast paced team and contribute to this team environment
- Is enthusiastic and motivated
- Prides themselves on good customer service
- Likes to do what it takes to get the job done and can still smile when times get really busy
- Is punctual and reliable
- Conducts themselves in a professional manner and adhere to standards and policies

**The fine print:**

- Position duration is from early 2018 to end of October 2018
- This role requires at least one day per week for the duration of the internship. Arrangements will be made to accommodate study commitments, exams and holidays
- A full induction to AUS and on the job training is provided
- The position reports to the Communications and Marketing Manager

**Interested?**

- Send your CV and letter telling us how fabulous you are to [aug.workforce@unisport.com.au](mailto:aug.workforce@unisport.com.au)
- Applications will be accepted until the position is filled
- Interviews will be scheduled with applicants on a rolling basis until the position is filled

**More info?**

- Check out more about Australian University Sport on [our website](#)