

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 Media and Communications 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:

- Preparing public relations collateral (e.g. speeches, media releases, media alerts, media kits, and event briefings)
- Developing and copywriting for digital (electronic direct mailings, and social media), web, and print
- Creating and coordinating social media content
- Creating media and event reports
- Establishing and pursuing media story angles and ideas
- Actioning and coordinating requests for interviews and media opportunities
- Developing rosters for photographers and journalists
- Preparing event briefs for photographers and journalists

**Is this role for you?** The Media & Communications role would suit a person studying public relations, journalism or communications.

**We are looking for someone who:**

- Has experience in the field of public relations, media or a related discipline
- Has excellent writing, verbal and organisational skills
- Is confident in communicating with a wide variety of people
- Prides themselves on their ability to prioritise and meet deadlines, and manage expectations of stakeholders
- Has experience in using Microsoft Office
- Has initiative
- Can contribute to a wider team working towards common goals
- Is enthusiastic and motivated
- Has well developed customer service and problem solving skills
- Can exercise judgment and work without supervision
- Is friendly and approachable
- Likes to do what it takes to get the job done and can still smile when times get really busy

**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](#)