

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 Special Project Assistant to be a part of our marketing and media team. This is an internship role based in Sydney working with our media and marketing team on a specific brand launch project.

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)
- Managing, filing and scheduling social media content on Facebook, Instagram, Twitter, YouTube and Snapchat
- Assisting in writing event electronic direct mailings (EDMs)
- Assisting in managing invitations and RSVPs
- Assist in the planning, coordination and delivery of the brand launch
- Liaise with venues, sponsors, stakeholders, contractors and suppliers relating to the launch
- Assist with scheduling of the launch and preparing task lists
- Direct and assist guest speakers, performers, suppliers and contractors

**Is this role for you?** The Special Project Intern role would suit a person studying public relations, events, or marketing.

**We are looking for someone who:**

- Has excellent writing, verbal and organisational skills
- Has experience using social media platforms including Facebook, Instagram, Twitter, Snapchat, and YouTube
- Is studying in the field of public relations, events, or marketing
- Is confident 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 adheres to standards and policies

**The fine print:**

- Position duration is from January 2018 to end of March 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)
  - Please include three examples of written work (e.g. media releases, blogs, or articles)
- 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](#)