

Job Title	Intern – Programs and Research	Location	Flexible
Reports To	Program Officer	Type	Fixed term – 5 months

Overview of the Position

The Programs and Research intern is responsible for assisting the Programs team in planning, delivery and communication of Asia Society Australia’s member events and public programs. This position will also assist the wider Asia Society Australia team with research tasks related to upcoming 2021 initiatives including Disruptive Asia and the work of the Asia Society Policy Institute in Australia.

Our internship program is designed to provide you with practical vocational experience, training, and opportunities to research, plan and participate in events and programs. **This internship will be for a period of 5 months at one to two days per week.** This program attracts a large number of outstanding candidates and is highly competitive.

Asia Society Australia actively encourages flexible and remote working arrangements and welcomes applicants from around Australia. Successful applicants located in Melbourne or Sydney are invited to join us in our offices.

Training and support

- You will receive a full induction to Asia Society Australia and to your role here
- You will have a member of staff as a named contact who will support you and answer any queries you have
- You will be given any equipment necessary to carry out your role

Eligibility

To apply for our Intern Program, you are required to:

- Be in your final year of undergraduate study or be pursuing a post-graduate degree at an Australian university.
- Hold the relevant work rights for permission to work in Australia: Australian Citizen, Australian Permanent Resident, Australian Working Visa, Australian Student Visa, Australian Bridging Visa, Australian Skilled Migration Visa (485)

Remuneration

If your application is successful you will work on a voluntary basis, with a small stipend to cover lunch and travel expenses.

Key Duties

- Work with the Programs team to research and develop relevant themes and topics on Asia and Australia-Asia relations for both public and member-only programs
- Provide event support to the Program Officer assisting with managing program and event logistics, including liaising with hosting partners and venue, assisting the event set up (online and in-person), catering and A/V needs
- Respond to event-related general enquiries in a timely fashion and assist with event registrations
- Assist with communications pre- and post-event, including drafting web and social-media content, writing event recaps, taking photos where needed and other relevant tasks
- Conduct research and media analysis in support of Asia Society Australia initiatives including Disruptive Asia 2021, the Asia Society Policy Institute, and other relevant written projects
- Write, edit and proofread briefs, meeting summaries or meeting minutes
- Work collaboratively and professionally with the wider Asia Society Australia team and stakeholders to deliver seamless service and the best engagement experience for members and supporters
- Other duties as required by the organisation
- Evening availability once or twice a month for events may be requested and will be factored into overall internship hours

Selection Criteria	Essential	Desirable
Qualifications		
Currently enrolled in your final year of undergraduate study or be enrolled in a post-graduate university course in Arts, Communications or International Studies, Event Management or related field	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience		
1 year + of relevant work or volunteer experience	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge		
Intern must be able to demonstrate an interest and familiarity in global issues and / or the social, political, and/or economic landscape of Asia	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Self-starter with an ability to work both in a team and independently, show initiative, and work within a fast-paced environment to achieve collective goals	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Excellent interpersonal skills with strong ability to interact with a variety of stakeholders such as public and senior business, government and cultural stakeholders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong time management skills with the ability to juggle multiple projects and prioritise tasks efficiently	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong communication skills, both written and verbal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience delivering digital communication campaigns	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Computer Skills		
Proficient in Microsoft Office Suite	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adobe InDesign, Photoshop or Illustrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Event Management Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Social Media Platforms	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other		
Ability to work in a small, productive team with tight timelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work remotely	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work before/after standard business hours when required for events	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To Apply		
<p>Position Enquiries: Eloise Dolan – Program Officer (Melbourne) Lena Duchene – Program Officer (Sydney)</p> <p>How to apply:</p> <ol style="list-style-type: none"> 1. Please e-mail your CV and a cover letter addressing the selection criteria in <u>one</u> Word or PDF document to HR_AUS@asiasociety.org by Sunday 17 January at 5pm AEDT. 2. Please indicate the internship title in the subject line. 		