

Internship: Program and Event Management

Background

The Australian Institute of International Affairs (AIIA) is an independent, non-profit organisation established in 1925 to promote public understanding and interest in international affairs in Australia. The Institute provides a forum for discussion and research on subjects of topical and continuing interest through meetings, conferences and seminars addressed by distinguished specialists and public figures. The AIIA operates nationwide across seven State and territory branches and a National Office in Canberra.

The AIIA contributes to international affairs in four ways:

Providing a forum for debate: The AIIA hosts meetings, lectures and discussion on important issues in world affairs.

Disseminating ideas: The AIIA publishes the scholarly journal *Australian Journal of International Affairs* as well as the definitive record of Australian foreign policy, *Australia in World Affairs*. Both now span over 50 years. The AIIA also publishes the weekly blog *Australian Outlook*.

Educating: The AIIA works to interest young people in global issues through the International Careers Conference in Melbourne, and the Young Professionals Forum (YPF), and organises Study Tours to destinations as diverse as Myanmar, Sri Lanka, Iran, Timor-Leste and Indonesia.

Collaborating: The AIIA has cooperative relationships with other Institutes in Australia and worldwide, including Chatham House in London and the US Council on Foreign Relations.

Role of Program and Event Management Intern:

The AIIA Council has specific members responsible for the organisation of the program (totalling some 40-50 events per year). These events consist of speaking engagements open to both members and non-members, delivered by a dynamic and broad selection of diplomats, academics, journalists and other experts. AIIA events are a unique opportunity for the public to engage in candid discussions with experts and practitioners in international affairs. As a vital member of the AIIA team, the

Program and Event Management Intern provides support to council members and facilitates the implementation of the AIIA speaker program.

Position Title: Program and Event Management

Position remuneration: This is a work experience position. There is no remuneration allocated to this position.

Internship duration: 3 -6 months (any change with agreement of both parties)

Start date: early May 2019

Hours: 10 -15 hours per week, including one day per week in the office

Manager: Prof John Webb OAM, Program Committee Chair and Executive Director

Key Responsibilities

Program and Event Management

- Drafting event flyers, and sourcing suitable images
- Preparing flyers for publication on AIIA VIC website
- Assisting with various aspects of program planning such as speaker and topic research, preparing mailings, and compiling speaker biographies
- Assisting with administration of Program Committee meetings

Event Management

- Supervision of event management processes:
 - Prepare door-lists and name-tags for attendee
 - Update attendance records
 - Process bookings from members by email or phone
 - Answer general telephone enquiries
 - Assist with procurement of event supplies
 - Liaison with caterers

Required Skills

- Ability to write concisely and creatively
- Strong interest in international relations issues
- Strong time management & planning skills
- Ability to work autonomously

Reviews

Interns will meet at least once per month with the Executive Director to assess performance and receive feedback.

Should performance be assessed as sub-optimal and fail to improve after an opportunity to rectify performance, the AIIA reserves the right to terminate the incumbent's occupation of the Internship, effective immediately.

Location

Work can be conducted both at home and at the AIIA Victoria office in East Melbourne. The successful applicant will be required to use his or her own laptop. The exact hours and location of work will be determined once the successful applicant has been selected. These may vary depending on requirements at different stages of the Internship.

Other benefits: AIIA Victoria Event attendance

Interns are encouraged and welcome to attend standard events free of charge, and each Intern is given a year's free Membership following the successful completion of the Internship.

Applications

To apply please submit the following to admin.vic@internationalaffairs.org.au quoting "**Program/Event Internship**" in the subject line:

- One-page cover letter stating how you meet the requirements of the role;
- Brief CV

Submission deadline is close of business on **26 April 2019**.