



Internship: Events Program Intern

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.

Role of Events Program Intern:

AIIA Victoria runs a speaker and webinar program totalling some 70 events per year. These events consist of speaking engagements and conferences, open to both members and non-members, delivered by a dynamic and broad selection of diplomats, academics, journalists and other experts. As a vital member of the AIIA VIC team, the Events Program Intern provides support to council members and facilitates the implementation of the events program.

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

Internship duration: 4-6 months (flexible)

Start date: Mid-late September

Hours: Approx. 10 - 15 hours per week (excluding the end-year holiday period)

Reports to: Executive Director

Location: Level 13, 356 Collins St, Melbourne VIC 3000

Work can be conducted both at home and at the AIIA VIC office on Collins St in Melbourne CBD. The successful applicant can use their own laptop and/or AIIA equipment. 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.

Key Responsibilities

Events Program Management

- Assisting with future program planning such as speaker and topic research
- Drafting text for event flyers
- Sourcing suitable images
- Liaison with speakers

- Preparing details for publication on AIIA VIC website
- Assisting with running of speaker events
- Assist with the technical setup for events, including webinar software, microphones, and computer equipment

Required Skills

- Ability to write concisely and creatively
- Strong interest in international relations issues
- Strong time management and planning skills
- Ability to work autonomously
- Comfortable with basic technology setup, including webinar platforms, microphones, and computer connections

Reviews

Interns meet regularly 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.

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.

To apply:

To apply please submit the following to admin.vic@internationalaffairs.org.au quoting "Events Program Intern" in the subject line:

- **Cover Letter** (1 page) stating how you meet the requirements of the role
- Brief **CV** (2 pages max)