

POSITION DESCRIPTION

POSITION TITLE	Events Intern
POSITION REPORTS TO:	Events Manager
LOCATION:	Elevate Office, Greenslopes
ROLE:	Temporary (Work Experience)
HOURS:	One set day a week, 8.30am – 5pm

Primary Purpose

The Elevate Intern will provide support to the Elevate team with client requirements such as ongoing event assistance, research, data entry and projects as directed by the Events Manager. The Events Intern reports directly to the Events Manager. All tasks assigned to the Events Intern should come from, or have gone through, the Events Manager before the Events Intern can begin work on them.

Potential Work Experience Areas

1. Team support

- Assist the team with preparation of high quality communication materials including (but not limited to); speech notes, photography and videography briefs, event policies, fact sheets, profiles, case studies, statements, internal memos, newsletters, reports, web copy, blogs, social media posts and tweets.
- Assist the team with preparation of event management materials including (but not limited to); run sheet, BEOs, floor plans, venue briefs, project timelines, invitation lists, accommodation rooming lists, registration letters and promotional collateral.
- Assist the team with identifying appropriate event suppliers and sourcing appropriate costs that are in-line with pre-determined budget costs.
- Assist the team in ensuring all communication materials are 100% error free and have a high level, professional standard.
- Assist the team with the preparation of campaign reports including compiling event documentation and images.
- Assist in the production of presentations, proposals and professional documents using the Microsoft Suite (Word, Excel, PowerPoint) and where able, Adobe Acrobat, Photoshop and InDesign.
- Where able, assist with the data entry and reporting for events through EventsAIR.
- Assist with brainstorming and proposal development including research.
- Assist and support the Elevate communication team with the delivery of tasks as directed by the Events Manager.
- Attend and be involved in weekly team meetings.
- Assist in general office duties such as formatting documents, scanning, binding, organising couriers and other administrative tasks.

2. Relationships

- Observe and/or assist team members in liaising with established suppliers for, promotional products, event suppliers and other suppliers as required.
- Observe and/or assist team members in developing and maintaining positive working relationships with suppliers, freelancers, existing and new clients and other Elevate team members.
- Build your professional network through working with Elevate's experienced, professional Events, Projects and Communication practitioners.

3. Overall

- Participate as a contributing Elevate team member to support the overall company vision and lives the core values: Awesome, Passion, Connection, Creativity, Growth, Daring and Integrity.
- Experience the world of events, projects and PR.

Skills / Experience / Attributes / Qualifications

- Completed or currently studying an undergraduate degree in Events, Communications, Marketing or related industries.
- Strong written and verbal communication skills.
- Good time management and prioritisation skills.
- High level of computer literacy including MS Office Word, Excel, PowerPoint.
- High attention to detail with excellent spelling and grammar.
- Work collaboratively with the Elevate team.
- Professional presentation and attitude.

Additional Notes

- The position of Communication Intern is unpaid. If a paid position becomes available, the Communication Intern would be encouraged to apply.