

## Perth USAsia Centre – Intern (Communications) Position Description

<b>Job title</b>	Intern (Communications)
<b>Reports to</b>	Director of Communications and Outreach

### About the Perth USAsia Centre

The Perth USAsia Centre located at The University of Western Australia is a non-partisan, not-for-profit institution strengthening relationships and strategic thinking between Australia, the Indo-Pacific and the USA. The Centre is a leading think tank focusing on geo-political issues, policy development and building a strategic affairs community across government, business and academia. Since the Centre's inception, it has collaborated with over 30 partners to convene more than 400 events across 11 cities in 7 countries, engaging a world class community network of more than 4,500 strategic thinkers and leaders.

### About the role

We are looking for an Intern (Communications) to assist the Centre's communication and outreach efforts to grow and engage with our Indo-Pacific strategic community. The Intern (Communications) will work closely with the Director of Communications and Outreach and the Communications team to assist in implementing the Centre's communications strategies – including social media, stakeholder engagement, database management and digital content (podcasts, photos, videos).

The Intern (Communications) will gain significant experience in one of Australia's leading think-tanks and will gain direct exposure to contemporary issues in the Indo-Pacific. The duties will include:

- Support the Communications team on implementing strategies and tactics including content creation, written communication, research on best practices and identifying potential stakeholders
- Assist in the management of the Centre's database and Content Management System (CMS)
- Assist at Perth USAsia Centre events while managing multiple tasks including stakeholder engagement, photography, videography and note-taking
- Other ad hoc tasks required by the Communications team

### Selection Criteria

#### Essential

- Demonstrated proficiency in research, writing and analysis
- Good attention to detail.
- Demonstrated experience or interest in social media and digital content
- Eagerness to take initiative on new ideas and projects
- Creative approach to problem solving
- Demonstrated capacity to work independently and flexibly in a small team

**Desirable**

- Prior experience working on Adobe Audition; Adobe Photoshop and/ or Adobe Premiere or similar
- Demonstrated experience in social media and photography

**How to apply**

To apply for the internship:

- Fill out the selection criteria on [perthusasia.edu.au/internships](http://perthusasia.edu.au/internships)
- Submit a copy of:
  - Your resume
  - A cover letter