

Perth USAsia Centre – Intern (Communications) Position Description

Job title	Intern (Communications)
Reports to	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:

- Submit a copy of:
 - Your resume
 - A cover letter addressing the selection criteria
 - Email your application to internship@perthusasia.edu.au using subject line 'Communications Internship'