

Events and Stakeholder Support Intern

ROLE DESCRIPTION

TITLE	Events and Stakeholder Support Intern
HOURS	Flexible (1 day per week, July to September)
SALARY	Nil
REPORTS TO	Development Coordinator
KEY RELATIONSHIPS	Development Coordinator Development Manager
DIRECT REPORTS	Nil

INTERNSHIP AT UPLIT

A 2017 Internship with UPLIT provides opportunities for young professionals, graduates or established professionals in career transition to experience a professional work environment in the not-for-profit arts and culture sector. The program has been designed to help you move your career forward with confidence and transferrable experience. You will be provided with frequent feedback, structured projects and post internship evaluation. UPLIT interns benefit from access to our professional support, valuable expertise and a network for future employment opportunities.

ROLE OBJECTIVE

An opportunity exists with UPLIT for a creative intern with a passion to develop their expertise in providing high quality stakeholder services to build long-term relationships with donors and sponsors and develop skills in comprehensive partner and sponsor acknowledgement at a major cultural event. The role requires an individual with an energetic, personable attitude who has outstanding attention to detail.

KEY RESPONSIBILITIES

Collateral management

- Assist the Development team with event logistics including bookings and communication with external venues in the lead up to and during stakeholder events;
- Support the Development Coordinator to collate multiple methods of sponsor acknowledgement during the Festival;
- Assist the Development Coordinator to liaise with key contacts to ensure acknowledgements are signed-off appropriately;
- Assist the Development Coordinator to ensure systems and processes are in place and adequately communicated to volunteer teams at the Festival.

Service processes

- Assist the Development Coordinator with support in answering phones and directing calls appropriately, updating contact lists, data entry and monitoring Invitation and complimentary ticketing responses;
- Gain a complete understanding of UPLIT's programs, services and brand values;
- Work with online sales platforms.

Other

- Attend meetings, receptions and events as an UPLIT representative as required;
- Adhere to and demonstrate UPLIT's brand values and code of conduct.

ANTICIPATED LEARNING OUTCOMES

- Proven experience working in a professional office environment;
- Experience responding to and developing stakeholder relationships;
- End to end experience assisting a team to manage and deliver brand-aligned stakeholder acknowledgement;
- Understanding key dependencies within an organisation and working to team deadlines.

Selection Criteria

Key characteristics

- Energetic and personable manner with a desire to communicate;
- Desire to work in a team;
- Strong work ethic and ability to work under pressure and take direction;
- Willingness to learn from and support a highly skilled and dedicated team across all UPLIT activity;
- Belief in the agency of literature to transform communities and individuals.

Attributes

- Undertaking higher education in the areas of arts, business and finance, marketing and media and/or previous qualification to a degree level;
- Excellent written and verbal communication skills and a confident phone manner;
- Strong attention to detail and administrative skills and experience;
- Excellent time management skills and ability to coordinate and prioritise multiple tasks within deadlines;
- Knowledge of the Brisbane Writers Festival program (once accepted to the program);
- IT proficiency (UPLIT works with various online systems including MS Office, Office365 and online databases and record keeping systems).

Desired: Experience with integrated messaging and co-promotion.

Application Process

To apply for this role, please email the following to the General Manager, Tanya Reason -

tanya.reason@uplit.com.au:

1. A covering letter addressing your appropriateness for the internship and what you hope to achieve through your time with us;
2. A current resume (please include information about your current line of study and the institution you are enrolled with as appropriate).

The closing date for application is 9 June 2017 at 5pm. We expect to interview candidates during the week beginning 19 June 2017.

All short-listed candidates will be contacted by phone or email.

Thank you for your interest in joining UPLIT's internship program in 2017. We look forward to receiving your application.