

Research and Engagement Intern

ROLE DESCRIPTION

TITLE	Research and Engagement Intern
HOURS	Flexible (1 day per week, July to September)
SALARY	Nil
REPORTS TO	Development Manager
KEY RELATIONSHIPS	Development Manager Development Coordinator
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 an individual with a desire to increase their knowledge of the arts and culture sector through research by providing support to the Development team in implementing strategies to generate sponsorship and donor revenue.

KEY RESPONSIBILITIES

Research and reporting

- Researching avenues for communicating with external service providers where required;
- Assist the Development team to research and create reports on development trends in the sector including the areas of:
 - Corporate partner and donor prospecting;
 - Innovative co-branding and marketing;
 - Stakeholder programs;
 - Building and maintaining networks and relationships.

Strategic development & fundraising support

- Database entry and maintenance including both corporate partner and donor databases;
- Support the Development Coordinator to produce prospect & benchmarking reports from development databases as required;
- Support the Development Manager to devise processes to assist with the organisation of partner and donor activities.

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 create and deliver stakeholder events and projects;
- Understanding key dependencies within an organisation and working to team deadlines.

Selection Criteria

Key characteristics

- Organised nature, strong work ethic and ability to work under pressure and take direction;
- Strong eye for detail and methodical approach to data collection & recording;
- Willingness to learn from and support a highly skilled and dedicated team across all UPLIT activity;
- Candidates will be expected to develop a strong understanding of UPLIT's programs;
- Belief in the agency of literature to transform communities and individuals.

Attributes

- Undertaking higher education in the areas of arts, business and finance, development or not-for-profit studies and/or previous qualification to a degree level;
- Excellent written and verbal communication skills;
- Strong attention to detail and high-level of administrative skills;
- Some experience collating research materials and producing reports;
- IT proficiency (UPLIT works with various online systems including MS Office, Office365 and online databases and record keeping systems).

Desired: Knowledge of the sector and research background and established report writing skills.

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.