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Australian Institute of International Affairs Victoria

Internship: Program Support

Background

The Australian Institute of International Affairs (AIIA) is an independent, non-profit organisation established in 1925 to promote public understanding and interest in international affairs in Australia. The Institute provides a forum for discussion and research on subjects of topical and continuing interest through meetings, conferences and seminars addressed by distinguished specialists and public figures. The AIIA operates nationwide across seven State and territory branches and a National Office in Canberra.

The AIIA contributes to international affairs in four ways:

Providing a forum for debate: The AIIA hosts meetings, lectures and discussion on important issues in world affairs.

Disseminating ideas: The AIIA publishes the scholarly journal *Australian Journal of International Affairs* as well as the definitive record of Australian foreign policy, *Australia in World Affairs*. Both now span over 50 years. The AIIA also publishes occasional papers and conference proceedings.

Educating: The AIIA works to interest young people in world issues through career fairs, school seminars and the Young Professionals Forum (YPF).

Collaborating: The AIIA has cooperative relationships with other Institutes in Australia and worldwide, including Chatham House in London and the Council on Foreign Relations, USA.

Role of Program Support Intern:

The Council has specific members responsible for the organisation of the program, totalling some 40-50 events per year. These events consist of speaking engagements open to both members and non-members, and delivered by a dynamic and broad cross-section of diplomats, academics, journalists and other experts. AIIA's events are a unique opportunity for the public to engage in candid discussions with people who are shaping the world. The role of the Program Support Intern is to

support the Program Committee in researching, organising and running these speaking engagements, and providing an ongoing plan for future speakers. A key element is writing the promotional flyers for events and preparing them for publication on the AIIAV website. The Program Support Intern is a vital part of the team.

Position Title: Program Support Intern

Position remuneration: This is a work experience position. There is no remuneration allocated to this position.

Internship duration: Up to 6 months (any change with agreement of both parties)

Start date: Mid-end February 2017

Hours: 10-15 hours per week, including some evenings

Manager: Council Member/Program Committee chair. The Program Support Intern liaises with the Executive Office and the Communications/Marketing Intern as required

The Role

Key Responsibilities

- Drafting title and text for event flyers, and sourcing suitable images
- Preparing flyers for publication on AIIAV website (using WordPress), and for distribution to members (using Mailchimp)
- Conducting speaker and topic research: research background information on speakers and topics and compile information from a wide range of news, magazine and video sources
- Assisting with various aspects of program planning such as preparing mailings, and compiling speaker biographies
- Compiling database and background of other suitable speakers for future events
- Staffing events: The Program Intern is expected to assist with at least two events per month. Most events take place from 6:00-7:30pm, on a week night across Tuesday-Thursday.
- Attending bi-monthly Program Committee meetings (usually 5.45-6.45pm at Dyason House, 124 Jolimont Road, East Melbourne, VIC 3002)

Required Skills

- Ability to write concisely and creatively
- Strong interest in international relations issues
- Strong time management & planning skills
- Ability to work autonomously
- Experience of WordPress or Mailchimp would be useful, but not essential as training will be given

Reviews

Interns will meet at least once per month with the allocated Council Member to assess performance and receive feedback.

Should performance be assessed as sub-optimal and fail to improve after an opportunity to rectify performance, the AIIA reserves the right to terminate the incumbent's occupation of the Internship, effective immediately.

Location

Work can be conducted both at home and at the AIIAV office in East Melbourne. The successful applicant will be required to use his or her own laptop. The exact hours and location of work will be determined once the successful applicant has been selected. These may vary depending on requirements at different stages of the Internship.

Other benefits: AIIAV Event attendance

Interns are encouraged and welcome to attend standard events free of charge, and each Intern is given a year's free Membership following the successful completion of the Internship.

Applications

Applications for the Program Support Internship at AIIA Victoria should be addressed to interns.vic@internationalaffairs.org.au quoting "**Program Intern**" in the subject line, and submitted by close of business on **Friday 3rd February 2017**.

Your application should include:

1. A cover letter consisting of:

- A brief statement of your goals/motivation in undertaking an Internship with AIIA Victoria, and how your experience meets the Key Responsibilities of the role;
- A promotional text (max 150 words) for an event flyer on the following topic:

"Imagine that Federica Mogherini is coming to Melbourne to speak to AIIAV members. Her topic is 'Challenges in the EU's Neighbourhood'."

2. A CV/Resume outlining educational qualifications and any work experience. The CV should be no longer than two pages.