QUT Precincts

Internship – Marketing, Events and Public Relations

QUT Precincts has the responsibility of managing QUT's exhibition, performance and event spaces, and to present a diverse range of free and ticketed activities to attract visitors, clients, sponsors and benefactors to QUT's Creative Industries Precinct and Gardens Cultural Precinct.

This is achieved through:

- Programming and presenting professional theatre and exhibition and seasons
- Producing on behalf of Creative Industries Faculty exhibitions, performances and events showcasing the work of graduating students
- Event management and venue hire on a commercial basis

Guidelines

- Internships are only available to currently enrolled tertiary students in their final year of study
- Minimum time commitment is 1 day per week (or as per course requirements)

Intern’s responsibilities:
The Interns will assist in the implementation of marketing plans for theatre productions, exhibitions and public programs and/or venue hire. Duties may include:

- Writing media releases and weekly emails to the media about upcoming events, exhibitions and public programs
- Assist with producing and distributing promotional materials including flyers, posters and programs using Adobe Indesign and Photoshop
- Write and edit copy for marketing collateral, websites and social media channels
- Reporting on E-Marketing and website trends
- Conduct market research to extend existing customer base
- Assist with mail-outs and E-Campaigns to schools promoting theatre and exhibition seasons
- Provide support for Events staff as required on site at specific openings and gala events

Selection criteria

- Confident and effective communication and interpersonal skills
- Good attention to detail
- Excellent written communication skills
- Evidence of good time management and organisational skills
- Capacity to use initiative and solve problems

Application procedures

1. Complete Internship application
2. Attach a statement addressing each selection criteria (maximum 2 pages)
3. Attach a current resume
4. Send your complete application to

Jackie Taylor
Marketing Officer
QUT Precincts
jaclyn.taylor@qut.edu.au
APPLICATION FOR INTERNSHIP

Name: ..........................................................................................................................

CONTACT DETAILS
Address: ....................................................................................................................
Phone: .........................................................................................................................
Email: ...........................................................................................................................

COURSE DETAILS
☐ undergraduate ☐ postgraduate ☐ full time ☐ part time
Name of Course: ...........................................................................................................
Current Year Level: ....................................................................................................
Main area/s of study: .................................................................................................
Year started: ......................... Year expected to finish: .........................
Subject: ......................................................................................................................
Name of course/subject coordinator: .................................................................
Coordinator’s contact details: ..................................................................................

INTERNSHIP DETAILS
Preferred dates: ...........................................................................................................
Preferred no. days/week: ............................................................................................
Preferred days: ..........................................................................................................

Why would you like to become involved with the QUT Internship program?
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What special skills or experience would you bring to QUT Precincts through your internship?


What are your long term career goals?


Signature: ........................................... Date: ............................