

LOWY INSTITUTE

The Lowy Institute is currently looking for an Events Intern for a part-time internship to help assist our team with a busy events program. The ideal candidate will be available at least two days per week for a period of three months.

During the internship, **you will work and learn in the areas of:**

- Event coordination and management
- Multitasking and attention to detail
- Reporting management
- Organisational skills and team work
- Business communications

Responsibilities:

- Working on major event projects, like the annual Lowy Lecture, Media Award and distinguished visitor programs
- Assisting with promotion of events (for example, researching relevant organisations that may be interested in receiving invitations)
- Managing the events on the Institute's Intranet and other calendars
- Assisting with management of the Institute's CRM
- Assisting with event setup/pack down
- Preparing event collateral
- Ad hoc administrative tasks
- Building your skills on the job and through learning and development programs
- Understanding of how the different parts of the organisation integrate with the events program

Requirements:

- Basic knowledge of event management principles
- Working toward a qualification in Event Management, or another relevant field
- The ability to multitask and work with different stakeholders
- Have a flexible approach and willingness to adapt ideas to different projects
- Strong self-management/organisational skills
- Works well as a team player in a flexible and dynamic environment
- Ability to plan, organize, multi-task and work in a fast paced environment
- Strong attention to detail
- Excellent communication (written, oral, interpersonal) and grammar skills
- Fluency in English is essential
- Highly committed person

- Positive attitude

Reimbursement of expenses

Interns are not entitled to payment for their internship. However, the Institute will reimburse an amount of \$30 per day to cover transport and other expenses, on application by the intern.