



Internship Opportunity

Ascham School

Since 1886 Ascham has educated girls who develop into confident, independent, compassionate women. Ascham is an inclusive, day and boarding school that provides a strong academic program through its world class Dalton Plan. The Ascham Enrolments and Communications Team is offering a Communications Internship which will have a focus on Writing and Content Development, celebrating one hundred years of Dalton in 2022.

Details

Location: 188 New South Head Rd, Edgecliff

Type of Internship: combination of term time and summer vacation

Commitment: 2 Days per week, 8.30am – 4pm, January 2022 to March 2022

Websites: <https://www.ascham.nsw.edu.au/>

Responsibilities

The intern will join a busy, passionate and positive Communications and Community team. Their key duties will be writing a variety of content including feature based editorial stories or various publications and digital marketing to support Ascham's regular communications and marketing activities. They will also be responsible for the development of content for the celebration of 100 Years of Dalton - a key marketing and communications initiative which will occur in 2022.

Key duties include:

- Assisting the team with the communication strategy, planning and implementation of 100 Years of Dalton
- Writing and editing content for use in digital and print publications and communication campaigns
- Assisting the team with development of content for use across Ascham's social media – primarily thought-leadership articles for LinkedIn

Skills and Attributes

Experience in and a keen interest in writing, communications and marketing will be highly regarded.

The intern should:

- Have outstanding communication skills – verbal and written
- High attention to detail
- Be calm and organised
- Be able to multi-task
- Be a team player
- Have a strong understanding of Ascham's values and school culture
- Have a can-do attitude

Application process

Please prepare a resume as well as a covering letter stipulating your interest in the above internship and your suitability for this role.

Submit your application in a Word or PDF format to Skye Barry, Ascham Community Relations Manager, via email at community@ascham.nsw.edu.au

The resume should include:

- Any relevant work experience
- Current and past tertiary courses of study
- A minimum of two references (employment references are preferred but not essential)
- Contact details
- Availability for the role in 2021/2022

Shortlisted candidates will be contacted by the host company.

Remuneration, timing and 2022 commencement date for the internship will be negotiated directly between the successful candidate and host company. Please note the internship is first and foremost a learning experience. The benefits of the opportunity afforded to the intern will be considered in the remuneration.

Applications close 13 August 2021