



Internship description:

Communications Internship

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.

The internship is flexible - 1 to 2 days per week between September 2022 and March 2023

Company name:

Location:

Company description:

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.

Internship details:

Start date:

Finish date:

Number of days per week:

Duties and responsibilities:

- 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



Desirable attributes:

Ideally the intern would have a strong network of Ascham Old Girl peers from which content could be drawn upon for use on social media, primarily LinkedIn

In addition, the intern would:

- 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 2022/2023.

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 12 August 2022