



Internship description:

An exciting opportunity exists for an ambitious future marketing specialist dreaming to enter a luxury industry. Join a small, international professional team of Opal Minded, dedicated to excellence in high-end jewellery design, gem quality, sales and customer service.

Company name:

Opal Minded

Location:

Level 5, Suite 3, 428 George Street, NSW 2000

Company description:

Opal Minded is an Australian family-owned high-end opal jewellery boutique in the heart of The Rocks, with an opal-mining headquarter in Jundah-Opalville, Queensland and a creative studio in the centre of Sydney. Opal Minded grew out of the family tradition of opal-mining and the passion of its founder for the intangible fineness of objects of beauty, such as opals. With strict gem provenance, Opal Minded offers an ethically sound and sustainably focused jewellery alternative.
<https://www.opalminded.com/>
<https://www.instagram.com/opal.minded/>
<https://www.facebook.com/OpalMindedAustralia>
<https://www.linkedin.com/company/opal-minded/>

Internship details:

Start date:

upon mutually agreed date

Finish date:

upon mutually agreed date

Number of days per week:

3

Duties and responsibilities:

Key responsibilities include:

- *Assist in the development and implementation of marketing campaigns including social media, digital advertising campaigns and online promotional strategies;
- *Assist in designing creative content that invokes interest and an understanding of what we do for Social Media platforms (FB, LinkedIn, Instagram and others);
- *Bring marketing ideas that could attract and engage our target audience ultimately raising our exposure;
- *Be a personal assistant to Directors;
- *Manage correspondence and other day-to-day operations upon requests.



Desirable attributes:

- * An active account/s on various social media platforms Facebook, LinkedIn, Instagram, YouTube, Pinterest and etc (point those details in your resume);
- * Excellent oral and written communication skills;
- * Willingness to learn, enthusiasm and a “work smart and hard” 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