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 and websites
• 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

Jaclyn 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: _______________