



Position sSquareOne Intern
Reporting to sSquareOne Outreach & Program Coordinator
Duration February 2008 – June 2008
Commitment 2-3 days/week, depending on candidate

About

sSquareOne is a media and arts project incubator space in Ultimo. It supports independent projects and new initiatives by providing space, resources, mentorship, training and community. Bringing together business incubator and community space it creates exciting new opportunities for young people (16 to 30) in Sydney.

What We Need

We are looking for enthusiastic and passionate intern to join the sSquareOne team. Perfect for students or anyone looking to get experience in the non-for-profit or arts sector and hone your skills in cultural production, marketing and promotions and event management. You will be making a huge contribution to independent culture and youth expression in Sydney while developing your own skills and contacts.

General Duties

Interns will be expected to generally be

- Helping to coordinate promotion strategies
- Helping update and maintain a contacts database
- Helping update and maintain communications, including the website, online profiles, newsletters and press releases
- Helping to develop partnerships and alliances with other organisations

Specific Projects

We currently have a schedule of events and projects for 2008. Interns will likely to be allocated to a project and will assist in the coordination of the project/event. Please express your interest in a specific project.



- Media Makers program, including workshop series (booking facilitators, promotions, evaluation) and scholarships (promotions, selection, industry mentors, resident support)
- sQuareOne Seminar Series, including booking guests, set up and promotions
- sQuareOne Magazine, including coordinating content, design and production
- sQuareOne Art for Auction , including coordination of artists, works and gallery liaison.

Required Skills

- Strong English and editing skills
- Excellent communication skills
- Experience and interest in marketing
- A basic know-how of the online environment, including some knowledge of how websites work and the nature of online promotions
- A thorough, methodical approach to the job and attention to detail
- Comfortable using Internet and online communications, eg. Forums, email, MSN, Skype, Facebook, MySpace
- A passion for youth culture, media and arts

Work Location

Ultimo Sydney

Application Process

To apply for this position please email a cover letter outlining your suitability and interest in the position with a CV to mary@vibewire.net.

We will contact suitable applicants to arrange for an interview.

Should you have any questions about the position, please address them to mary@vibewire.net.