



EVENTS MANAGEMENT INTERN

Accountable to: Events Coordinator

Duration: 3-6 months minimum

Commitment: 2 days per week/16 hours per week

Location: Ultimo

Remuneration: Unpaid Internship

Are you eager to stage an event?

Do you want to meet interesting personalities?

Do you want to work in a fun and enriching environment?

If this sounds like you, then why not join Vibewire as an Events Intern?

About Vibewire Youth Inc.

Vibewire Youth Inc. is a dynamic not-for-profit youth organisation that supports young people to shape their world through media, arts and entrepreneurship. Vibewire exists to ensure that young people are included (and able to participate) in conversations that matter.

As an Events Intern, you will be responsible for assisting in the planning and implementation of Vibewire's dynamic fastBREAK event, Portal Pow Wow, the Mental Health Soapbox series and other exciting events.

fastBREAK is a monthly series of interactive talks served on the last Friday of each month from 7:45am to 9am at the Powerhouse Museum. Each event hosts five savvy young creative thinkers who transform five minutes of their time into an exciting presentation using the top-notch ingredients of creativity, commercialisation, collaboration, connections and conversation.

Portal Pow Wow is a monthly series where a professional writer speaks for fifteen minutes to give advice to young writers. This is followed by an interactive workshop and writing games, where writers can share their work and develop their writing skills in a fun and comfortable environment.

Like fastBREAK, the Mental Health Soapbox series, is where young dynamic speakers speak for five minutes on mental health issues, followed by a Q & A session. The main aim of this event is

to break down the misconceptions and stigmas associated with mental health and to promote greater awareness.

You will work closely alongside the Events Coordinator to roll out events in conjunction with the greater strategic and marketing plan of our organisation. You will be responsible for event/project management during the lead up phase, and the events themselves, as well as growing existing and new networks to ensure good attendance. There are many opportunities to engage in the preparation and showcasing of our other events. By working in our team, you will have extensive opportunities to expand your network of contacts for your own professional development.

Key requirements

- A good understanding of events and project management
- Proactive
- A good communicator
- A multi-tasker
- A team player
- Attentive to detail
- Adaptable
- Willing to learn!

How to apply

Submit your CV and cover letter to applications@vibewire.org with "Events Intern – Last Name, First Name" in the subject line (for example, Events Intern – Doe, Jane).

Applications without these materials will not be considered.

Your cover letter should address the following questions:

1. What excites you about Vibewire Youth Inc.? How does the mission resonate with you?
2. Tell us about why you want to be an Intern in this role.
3. What previous experience do you have that is relevant to this role?
4. What are the skills that you hope to develop in this position?