Study Abroad Internship Handbook
Summer 2019
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Preparing your preferences

Each section begins with a brief summary about that industry in the Australian context, which has been sourced from the leading authority on graduate employment in Australia, Graduate Careers Australia (GCA), unless otherwise indicated.

While this list is not all-encompassing or exhaustive, you should use this list of possible placement options in the first instance.

The internship options are first organised by the industry that the host organisation is offering a placement in. If a host company/organisation has multiple internship opportunities, they will have multiple entries in the Handbook.

A note about ‘remote’ internships
Some of the Research placements, may take place as ‘remote internships’. This means there is no physical office or lab space for this placement, and you will be working from home or similar (i.e. the Library, cafes, out and about!).

These internships are more self-directed and need a good level of time management to stay on top of your workload without constant supervision. In addition, you may only correspond with your supervisor via Skype/phone/email or during weekly/fortnightly face to face meetings, which will require you to be autonomous and take the initiative in reaching out if you’re having trouble or have already finished your tasks ahead of schedule.

Make sure to take this into consideration before listing a remote internship as a preference – they are still fantastic opportunities, but different to a standard placement where you'll be experiencing an Australian workplace in-person.

And a reminder:

While we endeavour to place every student in an internship, placement cannot be guaranteed. Successful placement will depend on project availability, your suitability and the decision of the host company. As such, please ensure you have a back-up or alternative academic unit of study which you would be able to undertake during the semester period, should ARTS2600 not be feasible.
Academic Research placements

The University of Sydney is committed to continued improvement in its research performance, maintaining its leading role within Australia and improving its competitive position internationally in order to contribute to the economic, social and cultural well-being of Australia and the wider world.

The Internship Team would like to extend the opportunity to intern under one of the University of Sydney’s many academics, working on a research project.

Company size: 5,000 – 10,000 employees
Location: University of Sydney campuses
sydney.edu.au

Research Intern
In this internship option you will work on cutting edge research taking place here in Sydney and get a taste for the academic career path. Opportunities range from engineering to architecture to chemistry.

If you are preferring a research internship, it is important to note what a unique opportunity may be available to you as it is quite uncommon in Australia for undergraduate students to intern in a research setting. You will generally find that the other students on your research team are Masters or PhD level students.

If selecting multiple academic research options for your five preferences, you must choose projects by different supervisors as should a supervisor be unable to host an intern, this will affect all their ongoing projects, not just one.

If you would like to choose Academic Research as one (or more) of your five preferences, please follow the following procedure:

1. Access the Research Supervisor Connect database on the University of Sydney website.
2. Browse through the available options in your field. These will all be listed as being for Masters/PhD students – please disregard these labels as opportunities for junior students are often available as well.
3. Choose a research project and make note of the unique opportunity ID number, listed near the bottom of the page.
4. Include this information in the online preferences form when choosing ‘Academic Research’.
5. If you wish to preference more than one research project, then choose ‘Academic Research’ multiple times in the online preferences form.

Ideal Intern
The ideal intern would be interested in gaining experience in the academic research field and be engaged with a particular academic field. Your role will be based on your level of previous research experience (i.e. you may be undertaking a literature review rather than participating in laboratory work and using practical research methods).
Testimonial:
‘I am happy now that I experienced what it was like to conduct research on a daily basis...The decision to do research and to take part in the ARTS2600 internship was probably the best decision I made coming abroad and gave me many skills and experiences that will help guide my career path.’
Maxwell, Lehigh University, USA

Testimonial:
“During my research placement I gained many new skills and knowledge essential for my career. It has been an amazing opportunity which left me with confidence in what I’d like to do in the future.”
Barbara, King’s College London, UK

Testimonial:
Studying this paper made me connect my knowledge from different subjects and think of solutions for much bigger problems. As an undergraduate student it is almost impossible to have this opportunity so I feel I am getting a huge advantage by taking this kind of project so early.
Ana, King’s College London, UK

Testimonial:
So another important lesson I learned, is to not fear the unexpected. The next time I walk in on an internship or in my future job, I won’t be nervous or afraid - I won’t know what to expect; that just means there’s more to learn.
Eric, Boston University, USA

Testimonial:
As my internship winds down and I reflect on the past 12 weeks, I have nothing but smiles... So despite crossing psychology off my list of possible careers, this was still a very enjoyable and productive internship experience.
Noah, Texas Christian University, USA
Betina Szkudlarek, Sydney Business School

Associate Professor Betina Szkudlarek is a leading scholar in the domains of cross-cultural management and international HRM. Her work has been published in top-tier international journals and she has a wide experience in training, coaching and mentoring in various areas linked global leadership development, human resources and intercultural competence. Professor Szkudlarek has worked with numerous corporate and governmental clients including, among others, the United Nations, Shell and T-Mobile. She has an extensive experience in research supervision, having overseen over 50 PhD and Master Theses.

Company size: 5,000 – 10,000 employees  
Location: University of Sydney campuses  
http://sydney.edu.au/business/staff/betina.szkudlarek

Research Assistant
Looking for a proactive intern, keen to learn the skills to successfully work through a research project. You may be asked to help at various stages of project development including, but not limited to, literature review and data analysis. You’ll be required to solve problems you encounter along the way, under the guidance of an experienced academic. The possible fields of work include cross-cultural management, international management and international HRM.

Skills gained during the internship will be invaluable in both academic as well as consulting careers, where critical thinking, independent judgement, (qualitative) data analysis methods and writing skills are sought after.

Ideal Intern:
- Is enthusiastic about research
- Is proactive and self-motivated
- Is keen to explore his/her critical thinking skills
- Is diligent and attentive to detail
- Is highly proficient in English
- Is willing occasionally to work to tight deadlines

A workspace will be provided at the University of Sydney Business School.
Dr Rahena Akhter, Faculty of Dentistry

Dr Rahena Akhter serves as Senior Lecturer and Discipline Head of Cariology at the Faculty of Dentistry, the University of Sydney. Dr Akhter has a particular focus at the moment on cariology research particularly socioeconomic, environmental and behavioural determinants of dental caries in children and adolescents with cerebral Palsy.

Company size: 5,000 – 10,000 employees
Location: University of Sydney campuses
sydney.edu.au/dentistry/staff/profiles/rahena.akhter.php

Research Assistant
Literature review, designing a research study, data entry, if possible data analysis and writing a report.

Opportunities:
- Learn how to design a research study
- Collect data for a research study
- Data analysis and how to produce/write a research paper
- Intern would be able to attend CPC Westmead Journal Club

Ideal Intern:
- Experience with assisting in any research study
- Experience of reading journal articles
- Experience of any sort of data entry
- Excellent academic writing capabilities
Industry
**Business and Management**

**Accounting**
Accounting and finance professionals work to ensure that companies or organisations are financially efficient and profitable. Accountants are valued for their commercial know-how, analytical thinking and leadership abilities — they’re often considered to be the interpreters in the language of business today.

Accountants interpret financial information to make informed decisions about an organisation’s prosperity and direction. The depth of experience and training required to be an accountant makes it an ideal stepping stone to senior management roles. It’s therefore not surprising that many heads of business start off with an accounting qualification, gaining an essential understanding of how businesses operate.

**Finance**
The financial services industry is the fourth largest sector of the Australian economy, accounting for more than 8 per cent of GDP. Its relative global strength has been underpinned by a resilient economy; sophisticated, deep and liquid financial markets; a world-leading regulatory system; compulsory superannuation savings; a highly skilled workforce and strong business infrastructure. The role of the financial services sector is to facilitate the productive flow of funds between sectors, companies and people.

**Consulting**
The business sector in Australia is rapidly growing, enabled by government incentives and small business support. The past decade has seen a rapid growth in demand for consulting services, reflecting a long-term shift towards outsourcing and more flexible employment practices in the private and public sectors. Consulting firms and individual consultants can provide wide-ranging advice to client organisations. The services offered by consulting firms can be as diverse as agribusiness, health care administration, information technology, e-commerce, engineering, human resource management, financial management and investment.

**Human Resources**
The human resources (HR) industry in Australia has grown significantly over the last decade as organisations across all sectors have increasingly recognised how critical human resource management is to meeting overall company objectives.

An organisation’s human resources, or human capital, are the people employed by the organisation and what every organisation depends upon to operate successfully. HR management (HRM) refers to the activities and people that assist the organisation to meet its operational objectives by providing a motivated, well-trained workforce that understands the business and can contribute to its objectives.

HR is an area of continual change; it’s always responding to the business environment. From the significant economic changes of recent times (resulting in the restructuring of many Australian companies) through to continued government and media interest in executive remuneration, new technologies and ongoing legislative changes in industrial relations (IR), HR is increasingly central to the successful running of Australian organisations of all sizes.
2discover

2discover specialises in the discovery of talent in the areas of senior executive, middle management and office support levels for permanent, contracting and temporary assignments across all areas of business.

**Company size:** 11-50 employees  
**Location:** Sydney CBD  

**HR and Social Media Intern**

**Responsibilities:**
- Managing social media presence (using platforms like Facebook & Twitter)
- Administration and recruitment tasks. Eg – phone calls and pre-interviews of possible candidates for specific employment opportunities, sourcing candidates, role advertising, reference checks, client calls

All staff (including interns) are required to contribute positively to the business in a professional courteous and supportive nature at all times – it’s how we do business at 2discover.

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**Testimonial:**

‘When reflecting on whether or not I think it was worth it to do the internship while here in Sydney, I believe I made the 100% correct decision. Although it did take away some of my time at the beach and it was a lot of work. It really did benefit me more than any other class would have at Uni. I would definitely recommend to anyone to do an internship when coming to Sydney.’

Logan, Pennsylvania State University, USA
Association of Chartered Certified Accountants (ACCA)

ACCA is a leading international accounting body offering the Chartered Certified Accountant qualification and a global body for professional accountants. They provide support to our 188,000 members and 480,000 students worldwide in developing skills desired by employers, and build rewarding careers in accounting, business and finance.

Company size: 1000 - 5000 employees
Location: Sydney CBD
accaglobal.com

Information Management and Data Analysis Intern

This intern will be responsible for assisting ACCA staff in maintaining and updating our database of approximately 6000 customers (i.e., members, students and affiliates). This will involve data cleansing and contacting customers to confirm and record their details. The ideal intern will also contribute to process improvement by identifying ways in which to better manage and access this information.

Additional activities will include using platforms such as Survey Monkey to create auto-responses to sign-ups and creating a method for recording details of Potentials (prospective students). The intern will also analyse this data to identify key characteristics of customers and will work with other interns and ACCA staff on how to best utilise this information.

Ideal Intern

• An excellent communicator, both verbal and written
• A data lover and thinks that Excel is the Holy Grail
• Initiative taking and can work independently
• Enthusiastic and happy to work in a small team

Note: Own laptop may be required and interns may have the opportunity to attend CPD events.

Roles also available at this site in Graphic Design and Digital Marketing and Comms

Testimonial:

‘Interning with ACCA has been an enriching experience, as I not only learnt more about marketing but also developed an understanding of the education industry. I have benefited from the range of activities and practical experiences from my internship. Lastly, I have thoroughly enjoyed working with such a lovely team!’

Beatrice, University College London, UK
Fire Entertainment

We are a new and rapidly growing Music & Entertainment company working in multiple areas of the entertainment and creative industry. Many of our projects are developing quickly and we are looking for hungry and charismatic people to join our internship program and assist with some of these projects. Working with us you will have the opportunity to join a fresh team of experienced music and entertainment professionals and share ideas and knowledge of how to get started in this competitive business. This is a fantastic opportunity for you to gain hands-on real life experience.

**Company size:** 1-10 employees  
**Location:** Surry Hills, Sydney  

**Administrative Intern**

We are seeking a young undergraduate to join our internship program and assist with administrative tasks in our boutique music and events company. This is an active role and we are looking for people who are eager to learn and be proactive. To be successful in this role you will need to be a highly organised and motivated individual with the demonstrated ability to work autonomously and deliver to deadlines.

**Responsibilities**

- You will be required to assist in basic administrative tasks on various projects.
- Drive company objectives.
- Conduct research for creative projects

**Ideal Intern**

- Possess attention to detail, high level organisational skills, and demonstrated ability to complete tasks efficiently and effectively.
- Proficiency in Office or iOS equivalent.
- An open mind and versatile nature.
- Intermediate-advanced level computer skills (proficiency in Office is a MUST).
- Excellent attention to detail, organisation, coordination, and execution skills.
- Great communication skills (verbally and written).
- Ability to follow instructions and complete tasks autonomously.
- Proactive and driven attitude.

An Event Coordination Role is also available at this site.
Centre for Continuing Education, The University of Sydney

The Centre for Continuing Education (CCE) founded in 1984 by the University of Sydney, provides thousands of short, non-award courses across a broad range of areas. From business and management to art history and languages, CCE courses are designed to develop skills and knowledge in any chosen professional or personal area of interest.

CCE contributes to the education, community and industry engagement strategies of the University of Sydney through an extensive program of short non-award course offerings. CCE partners with other business units within the University to provide client and logistical services to support collaborative delivery of courses. Annually, CCE conducts more than 1700 short courses totalling in excess of 25,000 hours of course delivery and engages over 200 workshop facilitators.

**Company size:** 5,000 – 10,000 employees

**Location:** Darlington/Camperdown, University of Sydney

**Project Assistant (Programs and Finance)**

**Duties**
- Financial analysis for new courses
- Set up of the new channels in Teams (Office 365)
- Update reporting and the course framework
- Update tutor records in the database
- Organise journal transfers
- Competitor analysis
- Set up course survey
- Contribute to course scheduling

**Required Skills**
- Demonstrated ability to write high quality SEO-friendly copy for website
- Experience analysing AdWords campaigns
- Experience setting up digital reporting (knowledge of Moz would be an advantage but not mandatory)
- Excellent writing skills
- Proficiency in Microsoft Office
- Professional interpersonal and communication style

**Dress code** – smart casual / IT – choice of mac or Windows operating system

**Work Schedule (To be agreed with an intern)**
- Hours per day
- Days per week
- Start /End date
- Interview date

**Benefits to the student**
- Conveniently located near campus
- Opportunity to add to your portfolio
- Opportunity to work with a team of motivated and experienced professionals
- Flexible work hours
- Reference
The Fundraising People

The Fundraising People is a community of Inspired Difference Makers who are intent on changing the World for the better. Our fundraisers empower members of the public to support Not-For-Profits through regular gifts, joining our Charity Partners on the street and in shopping centres in towns and cities across Australia and New Zealand.

Company size: 51-200 employees
Location: Pyrmont, Sydney
www.thefundraisingpeople.com.au

TFP host interns on a regular basis and our staff will ensure that you get the coaching, training and guidance to make your experience one to remember. We believe interns have the opportunity to learn from us as much as we learn from them. We are looking for people who can fit with our culture and work environment. That is why we prefer outgoing, curious and dynamic interns who are not afraid to take on a challenge.

Operations Intern
Key Tasks
- Assist the ROC with the planning and the booking of travel trip locations and accommodations
- Data Entry into Salesforce
- Liaising with local Councils, Government Bodies and Business Owners
- Organising Stock and Office Supplies
- Logistics support for team rosters
- Participating in building community within the Fundraising teams

Necessary skills
- Effective communication skills
- Sound organisation and delegation skills
- A bold personality
- Demonstrated experience in project coordination
- Excellent mathematical ability, with an understanding of basic statistics, percentages, response rates, and budgeting. Ability to report on such results.
- Ability to communicate effectively, in English, face to face, by letter, email, and phone
- Competent computer user, comfortable with the Windows operating system, and able to use Word processing software quickly and accurately
- Good attention to detail

Desirable skills
- Administrative qualifications
- Project management experience
- Knowledge of the Not-for-Profit sector

Ideal Intern
- Self-motivated character with a "get the job done" mentality
- Ability to meet deadlines
- Ability to work effectively under pressure
- Willingness and ability to learn and gain new skills through training and personal development
- Ability to work proactively with other team members

Perks
Wednesday Breakfast, Friday Drinks, BBQ's and more!

Recruitment and Social Media role follows on next page
The Fundraising People

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**Recruitment and Social Media Intern**

**Key Tasks**
- Data Entry of applicants into Salesforce
- Phone Screening Candidates
- Posting on Social Media Channels
- Setting up for Group Interviews and Training
- Setting up new employee profiles
- Conducting exit interviews

**Necessary skills**
- Effective communication skills
- Sound organisation and delegation skills
- Ability to communicate effectively, in English, face to face, by letter, email, and phone
- Competent computer user, comfortable with the Windows operating system, and able to use Word processing software quickly and accurately
- Good attention to detail

**Desirable skills**
- Administrative qualifications
- Knowledge of the Not-for-Profit sector

**Perks**

This internship is a great opportunity to work with our fast paced Recruitment team as well as getting involved in our amazing culture: Wednesday Breakfast, Friday Drinks, BBQ's and more!

There is also an IT role available at this internship site.
Labour Revolution Pty Ltd

Labour Revolution is a specialist in labour hire that can provide companies with both long and short term staffing solutions. Labour Revolution specialises in the construction industry.

**Company size:** 1-10 employees
**Location:** Bondi Junction
labourrevolution.com.au

**Research Intern**
Using multiple social media and internet based search engines we require someone to research our clients and potential clients to target. You will be responsible for entering potential clients into our systems working alongside our sales guys.

**Recruiting & HR Intern**
We are constantly looking for the best staff available and have quite a few interviews per day. We require someone that can help write and enter job adverts and interview staff. You will also be required to make sure all our employees are legal and have the relevant documentation entitling them to work in Australia.

There is also a Graphic Design placement available at this site.
Livelo

Livelo provides travelling cyclists with high quality cycling equipment and cycling experiences. Our leading brand rental bikes, delivery service, and guided rides ensure you have a stress-free and exhilarating ride during your travels.

Company size: 1-10 employees
Location: Ultimo
livelo.com.au

Business Development Intern
Livelo is a Sydney based startup developing a global cycling business in the travel, fitness and wellbeing space. You will be working on our global expansion into new markets.

Key tasks:

• Market research and analysis
• Business modelling
• Content development
• Implementation

Key skills:

• Sales
• Market opportunity development
• Business development Playbook
• Firmagraphic and demographic analysis
• Web based system administration

A vibrant, young start-up located in Fishburners, ‘Australia’s Largest Community for Tech Startups’

There are also Marketing and Publicity roles at this site.
Rufus & Coco

Rufus & Coco is Australia’s fastest growing and most awarded pet brand. Launched in 2008, the company is re-shaping the pet industry by offering concise ranges of well-branded and packaged product which leverages the global phenomenon of people treating their pets as humans and part of the family.

Rufus & Coco pride themselves on solving the needs of consumers with well thought out products that make a genuine difference in the lives of pets.

Company size: 1-10 employees
Location: Cremorne
rufusandcoco.com.au

Finance and Operations Assistant
We are looking for an animal-lovin’ go getter to join the team as a Finance and Operations Assistant. We are a small, busy, and happy team of professionals from which will you gain valuable insight into all aspects of the business.

Responsibilities:
• Data entry
• Financial analysis
• Debt collection
• Operations assistance

Ideal Intern
• Have strong communication (verbal and written) and interpersonal skills
• Be an animal lover
• Be able to pick up things quickly
• Be a reliable and accountable person that takes enormous pride in their work
• Possess excellent computer skills including Work, Excel, and PowerPoint
• Proven track record and previous experience in sales
• Be extremely organised with an ability to work on multiple projects in a fast-paced, deadline driven environment
• Be able to work within a small team environment
**StartSomeGood**

StartSomeGood is the global crowdfunding platform for social entrepreneurs, non-profits, change makers and social good projects. Since 2011 StartSomeGood has been focused on supporting world changing projects. Our 53% success rate is one of the highest in the industry and our unique Crowdmatch partnerships give you access to co-investment opportunities.

There are so many people with ideas for how they want to make a difference in the world, yet they lack the resources that they need to get started. StartSomeGood connects budding social entrepreneurs with the financial and intellectual capital that they need -- all in a fun, engaging and community-driven way. Our site taps into the power of the crowd, allowing social entrepreneurs to ask for small amounts of money from supporters from around the world, and gives them the tools to update their supporters, provide unique rewards in exchange for support and run multiple campaigns over time.

**Company size:** 1-10 employees  
**Location:** Waverton and Crows Nest

**Entrepreneurial Intern**
We select a major project together which gives the intern the maximum opportunity to figure out their own path and make a real impact.

Useful skills (you don’t need all of these): marketing, design, communications, writing, sales, partnership development, project management, financial modelling.

You will be helping to build the social innovation ecosystem and supporting social entrepreneurs working to make a difference.

Our model for an internship is 75% project work over which the student has ownership, and the remaining 25% open to general learning and shadowing of staff and administrative work.

**Ideal Intern**
Interns must have high-level communications skills and an entrepreneurial inclination. The ideal interns are highly motivated and reliable, able to take an idea and run with it without constant hand-holding. As a startup we are focused on doing, not middle management, so if you want an ambitious and meaningful internship this is for you.

We are looking for someone with strengths in social media and entrepreneurship.

**Note:** Students must bring own laptop. Work will be a mix of remote + working out of the Haymarket HQ coworking space in Chinatown. Students who preference StartSomeGood without including evidence of their digital presence and entrepreneurship will not be considered for the role.
Taronga Conservation Society Australia

Established in 1916, Taronga Conservation Society Australia operates Taronga Zoo in Sydney, Taronga Western Plains Zoo in Dubbo, and the Taronga Foundation. Taronga's two zoos are multi-award winning attractions and welcome over 1.5 million visitors a year. To support its vision 'to secure a shared future for wildlife and people' Taronga runs an extensive education program (involving 160,000 students; K to PhD) and has the largest zoo-based conservation science team in Australia.

Company size: 201-500 employees

Location: The office is onsite at Taronga Zoo in Mosman. The zoo can be accessed by ferry from Circular Quay, or by bus. taronga.org.au

Organisational Development & Learning Intern

The Organisational Development & Learning (ODL) team has recently re-branded as we encompass the development and delivery of talent and organisation design strategies.

Key Tasks

• Drafting processes and workflows in preparation for the launch of a new learning management system; and
• Supporting the team with action plans from our culture survey including the development of a pulse check survey; focus groups and organising activities that support the action plans;
• Developing employee engagement/experience lifecycle model;
• Supporting the transition of a new office fit out that encourages activity based working; and
• Assisting the team with organisation communications and knowledge management strategies.

Ideal Intern

• Undertaking a degree in either Human Resources, Organisational Development/Psychology, Communications and/or Business;
• Excellent written and verbal communication skills;
• Proficient in MS Office, Word, Excel and PowerPoint;
• Demonstrated ability to build rapport and effective working relationships with team members; and
• Ability to adopt a logical approach to problem solving and make objective and informed recommendations.

Benefits to the Intern:

• Opportunity to gain invaluable experience and broad exposure to our organisation and industry;
• Working on a variety of Organisational Development and Learning projects simultaneously; and
• Support (coaching and mentoring) from the Organisation Development and Learning team. Opportunity to develop skills and gain experience in using new systems, platforms and practices.
• Free access to Taronga Zoo
• Complimentary passes to share with friends and family so they can experience and enjoy our zoos (Taronga Zoo and Taronga Western Plains Zoo)
• Discounts at our retail and catering outlets
Uniting Church in Australia

Being a national body of a major church denomination, this would be work that would allow insight into how a large organisation operates as well as the potential to collaborate with the other agencies of the UCA, namely UnitingWorld and Frontier Services.

Company size: 1001-5000
Location: Sydney CBD
https://assembly.uca.org.au/

Admin internship with some accounting and finance components:
- Filing and archiving (this also includes electronic filing)
- Sorting HR/Personal files
- Drafting of office administration work procedure.
- Accounts and finance journal

Ideal Interns
A student with good communication skills and preferably someone who is studying Accounting or Finance.
Computer Science and Information Technologies

Information and Communications Technologies (ICT) represents one of the most exciting areas of employment for new graduates, with many finding work as computing professionals in the finance, property, and business services sector, as well as the primary ICT sector.

The industry has been one of the fastest-growing areas of the Australian economy. Since the internet began to open up to commercial and individual use in 1994, internet traffic and applications have grown exponentially. In the process, computers and internet communication have become essential in nearly all workplaces.

The range of occupational pathways in ICT continues to expand as technology penetrates more and more aspects of daily life. Common areas of work for ICT graduates include software engineering and programming, systems analysis and administration, general ICT management, multimedia development, and ICT support.
Centre for Continuing Education, The University of Sydney

The Centre for Continuing Education (CCE) founded in 1984 by the University of Sydney, provides thousands of short, non-award courses across a broad range of areas. From business and management to art history and languages, CCE courses are designed to develop skills and knowledge in any chosen professional or personal area of interest.

CCE contributes to the education, community and industry engagement strategies of the University of Sydney through an extensive program of short non-award course offerings. CCE partners with other business units within the University to provide client and logistical services to support collaborative delivery of courses. Annually, CCE conducts more than 1700 short courses totalling in excess of 25,000 hours of course delivery and engages over 200 workshop facilitators.

Company size: 5,000 – 10,000 employees
Location: Darlington/Camperdown, University of Sydney
https://cce.sydney.edu.au

Project Assistant (Web Optimisation and SEO Reporting)

Duties

- SEO using Centre’s SEO reporting tool (training provided if required)
- Upload keyword lists
- Update target keywords for each page
- Review keywords by subdomain and add to keyword lists
- Develop keyword list taxonomy
- Develop keyword list by segment and subject area
- An intern will work under the leadership and guidance of the Sales and Education Programs Manager, who is responsible for planning of all CCE marketing campaigns and activities
- An intern would be working 2 per week (other options available depending on availability)
- By the end of the project – improved organisation of CCE’s SEO tools, improved user experience of the CCE’s website, improved website content
- Extra duties – writing a copy for the website, website check for brand compliance

Required Skills

- Demonstrated ability to write high quality SEO-friendly copy for website
- Experience analysing AdWords campaigns
- Experience setting up digital reporting (knowledge of Moz would be an advantage but not mandatory)
- Excellent writing skills
- Proficiency in Microsoft Office
- Professional interpersonal and communication style

Dress code – smart casual / IT – choice of mac or Windows operating system

Work Schedule (To be agreed with an intern)

- Hours per day
- Days per week
- Start /End date
- Interview date

Benefits to the student

- Conveniently located near campus
- Opportunity to add to your portfolio
- Opportunity to work with a team of motivated and experienced professionals
- Flexible work hours
- Reference
The Fundraising People

The Fundraising People is a community of Inspired Difference Makers who are intent on changing the World for the better. Our fundraisers empower members of the public to support Not-For-Profits through regular gifts, joining our Charity Partners on the street and in shopping centres in towns and cities across Australia and New Zealand.

Company size: 51-200 employees
Location: Pyrmont, Sydney
www.thefundraisingpeople.com.au

TFP host interns on a regular basis and our staff will ensure that you get the coaching, training and guidance to make your experience one to remember. We believe interns have the opportunity to learn from us as much as we learn from them. We are looking for people who can fit with our culture and work environment. That is why we prefer outgoing, curious and dynamic interns who are not afraid to take on a challenge.

IT Intern

Key Tasks
- Provides support for all software/service applications offered by the department
- Responding to and resolving customer inquiries as needed
- Work proactively with other team members
- Handle IT requests and deliver quality solutions if able, or escalate the request to a more senior team member
- Openly share new ideas and information with other team members

Necessary skills
- Familiar with Windows system and IOS
- Knowledge of Data structures and algorithms
- Basic knowledge of HTML, Javascript, JQuery, CSS, Java preferable, C#, C++.
- Good computer problem solving skills
- Familiar with embedded programming (8 bit, 16 bit or 32 bit processors) and debugging

Perks
This internship is a great opportunity to work with our fast paced Recruitment team as well as getting involved in our amazing culture: Wednesday Breakfast, Friday Drinks, BBQ’s and more!

There is also Operations and Recruitment and Social Media roles at this site.
Gronade

Gronade is a decision sciences company helping enterprise and government solve big business and social challenges using a blend of data science, artificial intelligence, software engineering, design thinking, and experimentation. In under two years, Gronade has worked to protect industries, internally disrupt companies, and create social change in Australia, New Zealand, Israel, Russia and the US.

Gronade combines Behavioural Science, SEO, Social Media Marketing, Content Marketing, Game Theory, Search and Social Advertising and Conversion Optimisation to make businesses more money.

**Company size:** 1-10 employees  
**Location:** Sydney CBD  
[gronade.com](http://gronade.com)

Data Science Intern

**Role responsibilities include, but not limited to:**

- build and package models for different domains and applications  
- use variety of tools, frameworks, and cloud services to build and deploy data solutions  
- get hands dirty with real customer data, and learn about ways of overcoming challenges with data quality  
- develop a data project proposals, analyse customer requirements, articulate customer solutions  
- prototype and develop data visualisations and dashboards

**Relevant skills:**

- some exposure to statistics (at least one university course), or strong mathematics (ideally 2nd year)  
- intermediate programming skills (minimum a year of relevant coursework, for someone who is strong in statistics)  
- R or Python are a plus

**Ideal Intern**

- Possess a passion for thinking innovatively and creatively about the way we view and utilise data  
- Software engineering skills will be looked upon favourably
Way to Blue (previously The Project Factory)

Way To Blue is an Award Winning Global Communications Agency. Our belief is that there is a better way and our heartfelt ambition is to create the next version of global comms. How do we do that? Well it’s all about our people, our culture and our aligned vision that marketing and communications should be integrated globally across owned, earned, and paid. At Way To Blue we recognise we are only as good as the excellent work we do for our clients, and attracting, retaining and nurturing the very best talent in the industry. This is why our culture is central in every decision we make, ensuring that we live and breathe our values (Inspire, Innovate, Share). We are globally collaborative, integrated, flexible, and we believe in empowering our talent with the ability to improve our working environment.

**Company size:** 51-200 employees  
**Location:** Surry Hills  
[www.waytoblue.com](http://www.waytoblue.com)

**Digital Development, UX, Games Intern**

We house a large fun-filled digital dev team that builds games, app’s and web applications that cover both entertainment and health industries. We built app’s such as Power Puff Girls, My Quit Buddy (quit smoking app), and Sherlock the TV show game app. Our interns are shown the role of a working day. We work through sprints and agile development and have you test and work on current live jobs. Your feedback and new eyes are great to have on our team. We have hired several interns once the year has been completed and can’t wait to see what work you are building!
Communications, Public Relations and Events

Industry information

Information and Communications Technologies (ICT) represents one of the most exciting areas of employment for new graduates, with many finding work as computing professionals in the finance, property, and business services sector, as well as the primary ICT sector.

The industry has been one of the fastest-growing areas of the Australian economy. Since the internet began to open up to commercial and individual use in 1994, internet traffic and applications have grown exponentially. In the process, computers and internet communication have become essential in nearly all workplaces.

The range of occupational pathways in ICT continues to expand as technology penetrates more and more aspects of daily life. Common areas of work for ICT graduates include software engineering and programming, systems analysis and administration, general ICT management, multimedia development, and ICT support.

Media and Communications

Growth in media and communications is heavily influenced by technological change and cultural or social factors. Demographic changes, government policy, new media forms and shifts in information consumption all significantly shape the sector.

Social media has evolved quickly through the internet and now has a significant role in the communications between people who may share personal, social, or professional interests. Social media platforms enable us to communicate interactively and quickly, and have a strong place in society. Due to its significant presence, platforms are commonly used as a tool for marketing and communication in about any industry.

Graduates from many disciplines work in media and communications. The industry has long been a common destination for communications, media and arts graduates, but is increasingly attracting graduates from disciplines such as law, commerce and business. The ‘glamour factor’ attracts many, but the workload can be heavy, expectations demanding and deadlines tight.

Events

Event management is the structure and fundamental creation of events, such as conferences and workshops, from inception to debrief. Those in event management learn how to develop and deliver successful meetings, conferences and exhibitions. Events require budgets, critical paths, and work breakdown structures. There are key elements and processes involved in format and venue selection, registration, catering, accommodation, transport, theming, security, entertainment, stakeholder management, sponsorship, marketing and publicity.
Association of Chartered Certified Accountants (ACCA)

ACCA is a leading international accounting body offering the Chartered Certified Accountant qualification and a global body for professional accountants. They provide support to our 188,000 members and 480,000 students worldwide in developing skills desired by employers, and build rewarding careers in accounting, business and finance.

Company size: 1000 - 5000 employees
Location: Sydney CBD
accaglobal.com

Digital Marketing and Communications Intern

The intern will be responsible for optimising the use of our local social media channels (Facebook and Instagram) and will assist in creating content, driving online traffic, and utilising Hootsuite to manage these platforms. This role will also involve updating existing marketing collateral, creating copy for EDMs, and assisting ACCA staff in updating and maintaining the website (through the use of Wordpress and CMS).

Ideal Intern

• An excellent communicator, both verbal and written
• Tech-savvy and familiar with social media, Wordpress, and Hootsuite
• Initiative-taking and can work independently
• Enthusiastic and happy to work in a small team

Outcomes of the internship

At the completion of this internship, the intern will have successfully:
• Updated at least three key pages of the website
• Devised a strategy to drive and monitor traffic to the website and social media channels
• Created new and updated copy for marketing collateral
• Assisted the Student Engagement Manager in collating monthly EDMs
• Utilised a number of digital platforms to achieve objectives
• Collaborated with other interns and ACCA staff in achieving company targets
• Delivered an internal presentation outlining key findings and future suggestions

Note: Own laptop may be required and interns may have the opportunity to attend CPD events.

Roles also available at this site in Graphic Design and Info Management/Data Analysis.

Testimonial:

‘Interning with ACCA has been an enriching experience, as I not only learnt more about marketing but also developed an understanding of the education industry. I have benefited from the range of activities and practical experiences from my internship. Lastly, I have thoroughly enjoyed working with such a lovely team!’

Beatrice, University College London, UK
Fire Entertainment

We are a new and rapidly growing Music & Entertainment company working in multiple areas of the entertainment and creative industry. Many of our projects are developing quickly and we are looking for hungry and charismatic people to join our internship program and assist with some of these projects. Working with us you will have the opportunity to join a fresh team of experienced music and entertainment professionals and share ideas and knowledge of how to get started in this competitive business. This is a fantastic opportunity for you to gain hands-on real life experience.

**Company size:** 1-10 employees  
**Location:** Surry Hills, Sydney  
firemusic.com.au

**Event Coordination Intern**  
We are seeking a young undergraduate to join our internship program and assist with events tasks in our boutique music and events company. This is an active role and we are looking for people who are eager to learn and be proactive. To be successful in this role you will need to be a highly organised and motivated individual with the demonstrated ability to work autonomously and deliver to deadlines.

**Responsibilities**  
Event coordination for Music and Music Education related events

**Ideal Intern**
- Possess attention to detail, high level organisational skills, and demonstrated ability to complete tasks efficiently and effectively.
- Proficiency in Office or iOS equivalent.
- An open mind and versatile nature.
- Intermediate-advanced level computer skills (proficiency in Office is a MUST).
- Excellent attention to detail, organisation, coordination, and execution skills.
- Great communication skills (verbally and written).
- Ability to follow instructions and complete tasks autonomously.
- Proactive and driven attitude.

A Business Admin role is also available at this site.
Grok Learning

We're a team of educators and software engineers who want to make coding fun for everyone. We are passionate about teaching the next generation the skills they need to become the creators of tomorrow.

Together we have decades of experience teaching computing to university students, high school students, teachers and professionals. We love using the latest technology to make it easier for you to learn.

Company size: 1-10 employees
Location: Surry Hills, Sydney
https://groklearning.com/

Social Media and Marketing Intern

We're looking for someone who is enthusiastic about education and technology, and would like to help us grow our business through building our social media profile. Our main customers are school teachers who want to teach their students coding in the classroom.

Responsibilities:

- Developing content for Twitter and Facebook
- Measuring how successful those posts are at engaging the audience
- Writing blog posts relevant to our target audience
- Helping to plan our marketing strategy
Intro Travel

We are a fast growing youth travel company who operate amazing and award winning 18-39 year introductory adventure tours in Australia, Thailand, Bali, & Vietnam. We also own our own beachside bungalows in Koh Phangan, Thailand and a private villa in the north of Bali.

Company size: 11-50 employees
Location: Sydney CBD
introtravel.com

Social Media and Content Marketing Intern
Intro Travel has ongoing roles within our internship program focusing on the Content Marketing and Social Media space.

Responsibilities:
Interns choosing to join our program will undertake and gain excellent experience in the following areas:

• Creating Tailored Content for a wide variety of websites
• Creative writing of travel blog & experiential content
• Communicating with industry connections and affiliates
• Generating Social Media concepts & content for a variety of platforms & pages
• Exploration & outlining of appropriate marketing opportunities

Ideal intern
• Highly creative and passionate about travel.
• Strong verbal and written communication skills.
• Creative writing experience.
• Reasonable level of social media experience.
• Moderate to good ping pong skills.

Testimonial:
‘From working at IntroTravel I have learned hard skills, but I have also learned how creating a friendly, homey office culture can produce amazing results.’

Patrick, University of North Carolina, USA
OZ Medicann

Oz Medicann is a patient-centric healthcare company setting the standard-of-care for medical cannabis. The divisions include patient care, education for doctors and the wider medical industry. As well as hemp products, our first product launch of Hemp Kombucha was in November 2017. We are proud to be the first social enterprise company in Australia working with united compassion for a better patient outcome.

Company size: 2-10 employees
Location: Sydney CBD
www.ozmedicann.com

Social Media Coordinator and Research Intern

Do you want to develop your career in social media? OZ MEDICANN is seeking an entrepreneurial spirit to join our growing team of professionals. OZ MEDICANN is a patient-centric healthcare company setting the standard of care for medicinal cannabis. Located in the CBD, OZ MEDICANN seek a talented individual to assist in the execution of their marketing, PR and content strategy.

As the Social Media Coordinator you will work with the Branding and Marketing Executive to push the boundaries and represent the OZ MEDICANN brand in everything social media, taking it to the next level! You will assist in social media content creation, planning, execution and reporting.

Key Tasks
• Engage with prospective and current clients and candidates via social media links and assist in keeping each page current and increasing followers
• Contribute to the development of the social media strategy
• Coordinate and deliver social and blog content calendars, as well as content production schedule in line with the marketing calendar
• Research HEMP and medicinal cannabis products and trends
• Administration and client followup

Ideal Intern
• Strong communication and writing skills
• Excellent organisational skills
• Excellent interpersonal skills with the ability to deal with people at all levels
• Marketing, brand strategy and execution
• Social Media strategy and execution
• Content strategy and execution
• Familiarity and experience with a variety of social media platforms – including but not limited to Twitter, Facebook, Instagram, Snapchat, Pinterest and LinkedIn.
• Previous experience creating and growing social media platforms
• Ideally you’ll be a proactive self-starter
• An understanding of OZ MEDICANN’s brand identity – OZ MEDICANN are thought-leaders at the forefront of the medicinal cannabis industry. We are not the first, but the best! OZ MEDICANN are a brand worth talking about!
• A passion for social media and content creation
Livelo provides travelling cyclists with high quality cycling equipment and cycling experiences. Our leading brand rental bikes, delivery service, and guided rides ensure you have a stress-free and exhilarating ride during your travels.

**Company size:** 1-10 employees  
**Location:** Ultimo  
livelo.com.au

Marketing Intern
Livelo is a Sydney based startup developing a global cycling business in the travel, fitness and wellbeing space. You will be working on our global expansion into new markets.

**Key tasks:**
- Market research and analysis  
- Marketing plan  
- Marketing schedule  
- Collateral and content  
- Implementation

**Key skills:**
- Business writing  
- Travel fitness writing  
- Design (Canva)  
- Marketing Software (Hubspot, Facebook, Linkedin, Instagram)

*Roles continue on the next page.*
Publicity Intern:

Key tasks:
- Lead research
- Strategy
- Content creation
- Pitching
- Implementation
- Reporting

Key skills:
- Producing written content in business, travel, wellness context
- Research
- Pitching

A vibrant, young start-up located in Fishburners, 'Australia's Largest Community for Tech Startups'

There is also a Business Development role at this site.
Property Council of Australia

The Property Council of Australia is the leading advocate for Australia’s $600 billion property industry. It counts the bulk of the nation’s major investors, property owners and developers – as well as the industry’s professional service and trade providers – amongst its members. This not-for-profit organisation is governed by a board comprising key leaders from the industry. As well as pursuing its core business of advocacy and public affairs, the Property Council operates learning, research, publishing and networking businesses.

Company size: 51-200 employees
Location: Sydney CBD
propertycouncil.com.au

Commercial Team Intern
Assist our Commercial/Advocacy team as follows:

- setting up venues
- event registrations
- general administration duties
- attend meetings
- assist with advocacy work

Ideal Intern

- Capacity to undertake detail oriented tasks with a high level of accuracy, customer focus & professionalism, self-motivated, excellent communication skills, particularly verbal.
- Experience working databases and Excel would be an advantage.
- No minimal education prerequisite although an interest in event management, membership based organisations, marketing and/or relationship management would be an advantage.
- Fit, flexible and able to work indoors/outdoors to support events that occur early and late.
- Ability to work to tight deadline driven timelines often under pressure.
Rad Season

Rad Season is the world’s first one-stop-shop for all your action sports and adventure festival booking needs.

We bring everything together under one roof: discover, share, and book tickets to adrenaline-pumping activities and events around the world, and get your travel and accommodation needs wrapped up at the same time!

Company size: 11-50 employees
Location: Sydney CBD
https://radseason.com/

Media Intern

We're looking for someone to work with us as an internship based in Sydney. In this unique role, you will liaise with the action sports and adventure industry's top media and PRs on a regular basis, building relationships with a wide network of key industry contacts. You will be responsible for writing, editing and assisting in digital content on Rad Season's site. You will be the first point of contact for client and media registrations and provide account management and administrative support to the Director.

Responsibilities

- Digital content management across the Rad Season website
- Create original articles for the Rad Season Online Magazine
- Create event profiles for the Rad Season Event Platform
- Liaising with media, event organisers and clients to drive site engagement
- Creating and executing company eDMs
- Managing social media pages
- Account and database management
- Administrative support

Benefits of Internship

- In-person 1 on 1 mentoring and training for their chosen focus area(s) from the Company Director
- Feedback on work before it’s published
- Access to and training on Google Analytics, Google Docs, Google Keywords
- Training in Wordpress
- Training in SEO marketing and optimisation
- EDM & MailChimp Training
- A written letter of references

Expectations

- Studying for a degree in Communications, Journalism, marketing or similar
- 1-2 years experience preferred but not essential
- Digital marketing and Journalism experience helpful
- Vibrant and enthusiastic personality
- Keen action sports, travel, events and adventure enthusiast
By asking hiring managers and candidates within the travel industry about their pain points of working with recruitment agencies, we learned that there is a lack of trust, support and transparency. CVs are overrated and costs are not justified. By listening to our clients and talents and by using systems and data we simply connect the best talent to the best companies. For clients, we offer an occupational and behavioural assessment and talent video screening, all accessible on a simple to use online platform.

For talents, we offer guidance throughout the application process, career management advice, and constant updates and guaranteed job interview training.

We are a couple of weeks in and already signed contracts with Accor Hotels, Sidekicker, Stamford Hotels & Resorts and St Giles Hotels.

Company size: 1-10 employees
Location: CBD
www.redbeardtalent.com/

Marketing Intern
Responsibilities
• create, implement and maintain RedBeard's online marketing strategy (focus on LinkedIn and website)
• create a database of influencers/bloggers as part of the marketing strategy
• create short video clips explaining RedBeard's value proposition to support client/talent on boarding using Loom
• assist with any Brand Partnership pitching, support, reporting and day to day management

Ideal Intern...Are you...
• tech savvy and can work independently
• not afraid to ask questions when necessary?
• familiar with various social media platforms, especially LinkedIn?
• familiar with maintaining a homepage?
• data-driven and familiar with Microsoft Office and video editing?
• passionate about helping other people finding their next employee/job?
• willing to learn if you can’t answer every question above with 'yes'?

Benefits to the intern
• flexible working hours and days (between Monday and Friday)
• a cool start-up environment in a fast-growing company right in the CBD
• training and guidance using Google Analytics, WIX website builder, Loom video editor
• we want you to learn and get as much exposure, responsibility and experience as possible, therefore do not expect much admin work and rather a hands on internship
• a written referral letter from the company Director after your internship
The education sector in Australia is made up of a diverse range of institutions, including higher education/tertiary; schools; vocational education and training (VET) colleges; private and industry-based education and training organisations; and adult community education (ACE). People working in the sector often move over from other industries and vice versa. The industry has a variety of careers ranging from teaching to project management, with the fundamental goal to provide education and learning.

The main occupation pathways in the education industry are primary and secondary school teachers, education aides and/or special education teachers and university lecturers and tutors. Employment growth in the industry is influenced by a range of factors, such as the number of school-age children in the population, school retention rates, and government policy.

A skills shortage is inevitable in the coming decade, as 30.3 per cent of workers in 2009 are aged 45–54 years. The likely result of increased retirement rates is a strong demand for new teaching graduates, particularly in degree areas where there are already shortages, such as science and mathematics. And the shift to a knowledge-based economy is creating surging demand for adult education and training. With ‘lifelong learning’ now a common mantra, much growth is expected to occur in online learning.
Little Sprouts

Little Sprouts Cremorne provides a comprehensive Educational Program in a home-like environment, where children can experience personalised care and build close relationships with their educators and peers. Little Sprouts believes that the early years of a child’s life are the time where children start to develop, discover, explore, and learn new skills that they need for later success and most of all develop a love of learning!

Company size: 1-10 employees
Location: Cremorne
littlesprouts.com.au

Early Childhood Education Intern

- Assist in the Delivery of the Educational program for 0-5 year olds
- Implement educational experiences based on the Early Years Learning Framework
- Observe children’s strengths, interests, and needs, and document this as part of the program
- Assist with the smooth running of the daily routine, including group times, setting up environments, meal times.
- Provide basic care and nurturing for 0-5 year olds
- Supervise children’s play environments

Ideal Intern

The ideal interns would be students that have a keen interest in Early Education (2-5 years), and who thrive in a busy learning environment. They need to be energetic, creative, and have a love of working with young children.

Note: Working With Children Check required
Corporate Responsibility, Sustainability, and Environment

Corporate Responsibility and Sustainability

There is no doubt that corporate responsibility and sustainability are still in their infancy in Australia. However, the move towards carbon neutrality, creation of ethically sound products, the desire to increase competitive advantage, protect and raise brand awareness and build trust among customers and employees are leading to the creation of many new careers in corporate responsibility and sustainability.

Local, state and federal governments are also expanding and offering careers in social and environmental management, volunteering and community engagement.

There are a variety of non-government organisations (NGOs), industry associations, think tanks and academic institutions engaging in learning and/or advocacy within this arena, with many not-for-profits developing careers in fundraising, volunteer management and community partnerships to meet demand from business and the philanthropic sector.

Environment

The growing focus on environmental issues, such as climate change, has led to a considerable expansion in environment-related jobs. Industry, business and government sectors are increasingly recognising the importance of incorporating environmental perspectives into their policy and practice, resulting in a high demand for environmental knowledge and expertise. Environmental careers are often multidisciplinary in nature, which makes them especially flexible, rewarding and interesting. The range of career options in the public and private sectors is broad and not restricted to a specific area.

Environmental careers in the public sector are generally grouped in the areas of environmental management, research, regulation and policy development. In the private sector there are many opportunities for environmental specialists. Private companies, especially those involved with petrol, oil and mining, must incorporate sustainable practices (social, economic and environmental) into all levels of their operations.
Sustainable Future Group

The Sustainable Future Group works to help businesses reduce their operational costs whilst using economically and environmentally sustainable solutions.

Company size: 2-10 employees  
Location: Sydney CBD  
www.sustainablefuturegroup.com.au

Sustainability Intern

We work on globally leading concepts and projects within the sustainability & sustainable finance sector, with projects across US, Asia, Africa & Australia. We are a small dynamic company (fun culture), looking to work with interesting and engaging individuals who want to learn and grow.

Throughout this process, we propose to provide you with exposure to new and exciting areas of sustainability consulting such as green finance, green/SDG bonds, ESG strategy, Sustainability Accounting Standards Board, embedded networks, power purchase agreements and the ISCA International rating scheme, to name a few.

The ideal intern will have understanding of one or some of the following:

- sustainability  
- environmental sustainability  
- building design  
- finance  
- economics & commerce  
- law

We propose to be flexible, challenging and fun to work with. We have had a number of internships through this program and still are involved in their career progression from a mentorship capacity. We have helped previous interns land their dream job within sustainability/ESG with large institutional investment houses.

Apply if you are passionate about sustainability, finance or building a corporate career.

Responsibilities:

- Assist in design, delivery, and funding of sustainable initiatives as part of Sustainable Future Group’s mission  
- Research global investor trends & risk profiles, focusing on U.S. and Australian markets  
- Analyse c-suite perspective and valuation of Environmental Social & Governance (ESG) and generate relevant data  
- Tailored understanding of integrated sustainable solutions as they relate to investment  
- Analyse impacts of ESG on corporate governance and financial performance
Smart Approved WaterMark

Smart Approved WaterMark is Australia's water conservation label, promoting efficiency through the identification and certification of water efficient products and services.

The not-for-profit scheme was established by the Australian Water Association, Irrigation Australia, the Nursery & Garden Industry Australia, and Water Services Association of Australia and is supported by the Commonwealth and States & Territories Governments.

**Company size:** 1-10 employees  
**Location:** Sydney CBD  
smartwatermark.org

Marketing and Research Intern
- Marketing and promotion for the Smart WaterMark certification scheme
- Researching the market for water efficient products and services.

Ideal Intern
Strong research and written communication skills.
Government and Policy

The public service implements government policies and provides information and services to support policy decisions. Australia’s government system is based on the British idea of a politically neutral, impartial public service serving the government of the day.

In recent times, the public service has undergone significant cultural changes, with a shift towards a more corporate model of best practice, emphasising cost-effectiveness and accountability. Outsourcing of work previously undertaken by government employees has become more common. As a result of this trend, some public servants move into consultancy after gaining experience in a particular department or field.

The work

Occupation roles within government are diverse. Policy and administrative pathways are common, but there are many other areas of work within the distinct portfolio areas and at different levels of government.

In Australia, different portfolios of responsibility are attached to different levels of government – federal, state and local – although there is often overlap. Contrary to popular opinion, government employs a range of professionals, not just administrators. Accountants, agricultural scientists, economists, engineers, geologists, lawyers, doctors, nurses and librarians are just some of the many occupational roles within contemporary government organisations. Most government departments actively seek graduates from a range of disciplines for their graduate programs.
The United States Studies Centre, University of Sydney

The United States Studies Centre, a think tank which does research across the Foreign Policy, Economics, and Innovation and Entrepreneurship research verticals, seeks pro-active and ambitious study abroad students with knowledge of the United States to join our team to contribute to the ongoing research in these areas.

Company size: 5,000 – 10,000 employees
Location: Darlington/Camperdown, University of Sydney sydney.edu.au

Research and Insights Intern

Responsibilities

- Assisting with short-term research related projects for a Senior Fellow’s diverse research responsibilities.
- Conducting in depth research for briefing material and potentially published commentary on topics including but not limited to foreign policy, business and economics, and innovation and entrepreneurship.

The role would suit someone interested in these themes and the US political landscape.

Ideal Intern

- Ideally interns will be studying business, economics, or strategy and be interested in international relations, emerging technology, innovation, and entrepreneurship.
- Interns will need to commit to set days and hours to enable work to be allocated effectively.
- Students will need to bring their own laptop.

Testimonial:

‘My internship at the United States Studies Centre has not only improved my accounting skills in general but has also allowed me to view the business world from a different perspective.’

Connor, University of Alabama, USA
Media and the Arts

The large and diverse media and communications industry is central to the Australian economy. The industry covers a range of occupations and media, including: radio, television and film; print media; internet content development; advertising; public relations; speech writing; and design.

Growth in media and communications is heavily influenced by technological change and cultural or social factors. Demographic changes, government policy, new media forms and shifts in information consumption all significantly shape the sector.

The work

Graduates from many disciplines work in media and communications. The industry has long been a common destination for communications, media and arts graduates, but is increasingly attracting graduates from disciplines such as law, commerce and business. The ‘glamour factor’ attracts many, but the workload can be heavy, expectations demanding and deadlines tight. Without work experience, getting a foot in the door can be difficult. Graduates can spend a year or more volunteering or freelancing for minimal pay before breaking into full-time paid work.
Association of Chartered Certified Accountants (ACCA)

ACCA is a leading international accounting body offering the Chartered Certified Accountant qualification and a global body for professional accountants. They provide support to our 188,000 members and 480,000 students worldwide in developing skills desired by employers, and build rewarding careers in accounting, business and finance.

Company size: 1000 - 5000 employees
Location: Sydney CBD
accaglobal.com

Graphic Design Intern
The intern will be responsible for designing an ongoing bank of images and graphics that are consistent with ACCA brand guidelines. Specifically, the intern will use Adobe Photoshop (and/or Canva) to create visual content for local social media channels (Facebook, Instagram, and LinkedIn), the website, EDMs, and physical marketing collateral. There may also be the opportunity to assist with minor videography/filming projects.

Ideal Intern
• An excellent communicator, both verbal and written
• Experienced in relevant tools such as Adobe Photoshop and/or Canva
• Initiative taking and can work independently
• Enthusiastic and happy to work in a small team

Outcomes of the internship
At the completion of this internship, the intern will have successfully:
• Created an image bank of at least 40-50 brand consistent images
• Designed four ANZ specific brochures for marketing purposes
• Followed the ACCA colour palette and brand guidelines for creating content
• Utilised various digital platforms to create content
• Collaborated with other interns and ACCA staff in achieving company targets
• Delivered an internal presentation outlining key findings and future suggestions

Note: Own laptop may be required and interns may have the opportunity to attend CPD events.

Roles also available at this site in Digital Marketing and Info Management/Data Analysis.

Testimonial:
‘Interning with ACCA has been an enriching experience, as I not only learnt more about marketing but also developed an understanding of the education industry. I have benefited from the range of activities and practical experiences from my internship. Lastly, I have thoroughly enjoyed working with such a lovely team!’

Beatrice, University College London, UK
Beauticate is a multi-platform beauty website devoted to the WHOs and HOW-TOs of beauty. The WHOs give readers a sneak-peek into the homes and beauty cabinets of some of Australia’s most high profile beauties, while the HOW-TOs feature easy-to-follow tutorials demystifying the world of beauty with a credible voice. Beauticate's GO-TOs page serves as a guide to Australia's top spas and salons with curated reviews to recommend only the best for Beauticate readers.

**Company size:** 1-10 employees

beauticate.com

**Social Media and Writing Intern**

Tasks include social media scheduling, captioning, story uploading and preparation with a view to eventually researching and writing stories. Ideal for journalism grads or someone with strong writing skills and an interest in beauty, fashion, and health.

**Video and Photography intern**

Shooting and editing video content, Uploading to social media; managing Youtube channel; Still life photography of beauty products and collating social media feeds.

*Note: own laptop required.*

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**Testimonials:**

‘Friendly, fun, busy. The highlight was getting a true inside look at the daily life of a beauty editor.’

Faarah, Lehigh University, USA

‘I did not realise initially just how much I have learned from this experience and I feel truly grateful that I had the opportunity to grow both personally and professionally. This has been an internship I won’t forget as I continue to pursue the ideal career I want and will achieve.’

Annie, Northeastern University, USA
Halation Agency

HALATION AGENCY, established in 2010, is now one of the largest Fashion, Sales Management Agencies in Australia. Our business is based on a deep understanding of the fashion industry, a passionate and hard work ethic, a determination for exceptional service and a genuine interest in the growth of both the inspiring mix of Women’s Fashion, Lifestyle, and Accessory labels, we have chosen to represent, and the quality retailers we feel privileged to work with.

**Company size:** 11-50 employees  
**Location:** Rosebery, Sydney  
[halationagency.com](http://halationagency.com)

**Fashion Wholesale Intern**

HALATION AGENCY is looking for some amazing interns to assist us in our showroom and head office in Rosebery, Sydney. Specialising in brand management of over 35 exclusive International, Australian, and US based labels. Halation Agency is built on a love of the fashion industry, a determination for immaculate service, communication, and the sales of premium quality Women’s Fashion, Menswear, & Accessories.

**Responsibilities:**
- You will be involved in managing the showroom, organising fashion samples, styling mannequins, data entry, account research, boutique research, steaming garments, uploading onto social media, admin jobs.

**Ideal Intern**
- University graduate or someone currently studying and wants to gain experience in the world of fashion, wholesales, and social media.
- We are looking for students who can manage the showroom, organise samples, is dedicated, sales driven, enthusiastic and takes pride in their appearance, willing to help with cleaning/stock take, and any other duties which will arise.

*Note: Students will need to bring their own laptop.*

**Testimonial:**

“I have been loving working with Halation Agency. I have enjoyed getting hands on experience in the showroom and getting to know the employees. Everyone is very welcoming and always willing to help, which is especially nice since I have never worked in this area of the retail industry. The employees at Halation are all extremely hardworking, intelligent, and passionate about their work so getting to shadow them has been very inspiring for me. I appreciate the value they place on their interns and the responsibility I have been given. I know that this internship will improve skills that will affect my future career and I am very thankful for the experience. For any students who want a future in retail, Halation is a fantastic learning environment!”

Sonya, University of Indiana, USA
SugarMamma TV

SugarMamma.TV is about building your financial inspiration, motivation and knowledge, while helping you with decisions about what to do with your hard-earned money. However, it is also increasingly focussed on lifestyle (food, beauty, fashion etc.)

**Company size:** 1-10 employees  
**Location:** Darlinghurst, Sydney  
sugarmamma.tv

Social Media and Video Content Intern

**Responsibilities:**  
Assisting with YouTube channel  
Social media platforms  
Branding and marketing

**Ideal Intern**  
- Microsoft Office proficiency is essential  
- Attention to detail and proofreading skills  
- Someone who’s a fast learner and creative  
- Excellent written and verbal communication skills  
- Wordpress experience is desirable

*Note: Own laptop is preferable, but not essential. Must know how to use a Mac. All training is provided. Office is dog friendly.*
Way to Blue (previously The Project Factory)

Way To Blue is an Award Winning Global Communications Agency. Our belief is that there is a better way and our heartfelt ambition is to create the next version of global comms. How do we do that? Well it’s all about our people, our culture and our aligned vision that marketing and communications should be integrated globally across owned, earned, and paid. At Way To Blue we recognise we are only as good as the excellent work we do for our clients, and attracting, retaining and nurturing the very best talent in the industry. This is why our culture is central in every decision we make, ensuring that we live and breathe our values (Inspire, Innovate, Share). We are globally collaborative, integrated, flexible, and we believe in empowering our talent with the ability to improve our working environment.

**Company size:** 51-200 employees  
**Location:** Surry Hills  
www.waytoblue.com

**Social Media, PR, or Marketing Intern**

Our team works across great clients in the entertainment space (think big movies) and consumer (think fancy hotels). Sit with our marketing and publicity team and learn how campaigns come to life. Work on media pitches, social media account, get stuck into the analytics of an account, or help design content. We love having new people on the team to give new perspectives to our work. Want to try copywriting or photography? We always have room for a creative.