

LIQUID IDEAS

Internship Opportunities

Liquid Ideas is a specialist marketing, public relations and events business within what we term the "leisure and lifestyle" industries.

We deliver strategic marketing and public relations expertise to make our clients better recognised and respected by their customers, the media, the trade and their peers.

- Programs open from January/February 2009 (start date is negotiable) – ongoing throughout the year
- We require students to fill a Business internship (one placement) and Communications internship (up to four placements available)
- Duration & dedicated working days of internship is determined by student requirements
- Applications open 5 January 2009 by email or phone (contact details below)
- To apply students will be required to meet with Kelly Ferguson at Liquid Ideas – successful applicants will be notified within one week of meeting
- Students are required to be studying an undergraduate in Business or Communications.

The two types of internships offer the following:

Communications:

- Assist with the organisation of client events
- Media relations – media follow up, media lists
- Client reporting – media monitoring, competitor reviews
- Data entry
- Office administration i.e. stock control, filing
- Research

Business:

- Assist with all aspects of business administration
- Financial reconciliation & data collection
- Compiling board meeting reports with Business Operations Manager
- Assist with office management – filing newspapers, supplements, stock control
- Assist with compilation of procedures manual & employee handbook
- Research

Both internship placements encourage involvement in all our activities so they will be involved in all aspects of the business where possible. Interns are also dedicated to an Account Manager and team so therefore become more involved on the team projects.

Liquid Ideas is a dynamic Public Relations and Marketing agency that specialises in the drinks, luxury and lifestyle industries – www.liquidideas.com.au.

Contact details for internship applications:

Kelly Ferguson
Business Operations Manager
02 9667 4211
kellyferguson@liquidideas.com.au

Internship placements are unpaid. There are plenty of lifestyle benefits through for the students.