

Singapore Space & Technology Association

is currently seeking a dynamic individual to join us for the following part time contract role

Job Title: Conference Production Intern
Reports to: Executive Director
Date: March 2018
Experience: Events or workshop organisation experience preferred
Type: Internship. Hours to be discussed

Role

You will be working directly with the management on one of our most important platform. This is a unique experience to work directly with one of the most talented individuals in our business and a thought leader in the space technology industry.

Your role includes but not limited to:

- Support the development of the conference business plan, conference programme, event brief and instruction manual
- Assist the team in executing conference production activities such as topic and market research, testing commercial viability of the conference programme, inviting and confirming speakers, content generation, timeline management, taking minutes of meeting and following up on the discussed activities, etc.
- Writing and editing conference marketing materials like brochures and EDMs
- Assisting with project write-ups and descriptions
- Maintenance of statistical databases
- Attend (if required) and play a critical role in the delivery of our world class conferences

What You Will Gain:

- Communicating and building relationships with potential business partners, associations and vendors
- Exposure to balanced blend of business vs design thinking practices vital for success in the modern working environment
- Exposure to and experience with various project management and operation practices, plans and strategies
- Receive valuable feedback on your working style and performance which would help improve and enhance your skills and attributes

- A personalised pathway to develop under the guidance of experienced project managers
- The opportunity to become a full-time employee of the company, with your own portfolio of conferences
- Visibility into the inner workings of a fast-growing conference industry
- Hands-on knowledge on various aspects of conference production
- Direct communication and network building with leaders in the space and satellite industry
- Opportunity to curate and publish relevant content for the company's conferences

Requirements

- Able to command well in English and Chinese language, and even better, command of one or more of the Asian languages such as: Japanese, Korean or Bahasa Indonesian
- Passionate and willing to learn about conference management, market research and the space industry
- Able to work as an intern in Singapore with one of the following status:
 1. You are a Singaporean or Singapore permanent resident
 2. You are a foreign national and are currently doing an undergraduate degree where internship is a requirement to complete your studies
 3. Able to work on weekends and late nights due to events requirements
- Local Singaporean or Permanent Resident preferred
- Possess these skills
 - Outstanding Excel and Powerpoint skills
 - Animation tools
 - Photoshop
 - Wordpress
 - Ability to code for website will put you in good stead