



Internships and Paid Roles

School of Design
School of Media and Communication

design.wil@rmit.edu.au
mediacomm.wil@rmit.edu.au



My internship with ANZ has shown me how animation can be used in financial services. I'm part of the corporate communications team and we are working together on education and change campaigns.

Sky Nguyen
Bachelor of Design
(Animation and Interactive Media)
2018



What Our Students Can Do

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Skills include:

Communication Strategy

- audience research & engagement
- brand & strategy
- communication design strategy
- content strategy
- media strategy
- product and systems visualisation
- instructional visualisation

Human Centred Design and Research

- customer research
- user experience design
- strategic design
- service design
- design thinking
- digital and design ethnography
- service prototyping
- design for sustainability
- social and humanitarian product and service design

Communication Design, Web and App Design

- graphic and communication design
- brand communications
- infographics, visualisations and process maps
- digital design and illustration
- website design and development
- app design and development
- user interface design
- user story analysis, user research, user testing
- wireframing
- app and web prototyping
- data analysis and tracking

Journalism, Public Relations, Advertising and Communication

- news and current affairs
- lifestyle and sport journalism
- social media
- participatory media
- advertising campaigns
- public relations campaigns
- reviews
- internal communications
- public affairs and lobbying, corporate issues and crisis communications

Writing, Editing and Publishing

- professional and corporate writing and editing
- including report writing
- creative non-fiction including brand and long form storytelling
- writing for the web
- e-publishing
- creative writing
- screenplay and script development
- editing and proofreading
- craft publishing
- research, writing and publishing for booklets and guides

Film, Video, Animation and Game Design

- short video and film production
- instructional video and educational content
- documentary video
- mobile media creation
- interactive storytelling
- sound design and score design
- 3D animation and character design
- visual effects and compositing
- 2D animation, illustration and storyboarding
- motion design
- game design, gamification and playful design

Industrial Design

- product design for mass manufacture
- product-service-systems design
- product eco-redesign
- furniture, lighting and interior object design
- transportation, capital, and clinical equipment design
- design for advanced and additive manufacturing
- design process and material optimisation

Spatial and Environment Design

- exhibition and installation design
- wayfinding
- experience design and interactive spaces
- virtual and augmented reality
- interpretive design
- projection mapping
- sonic, somatic and tangible interaction design

Music and Event Management

- event management and publicity
- festivals, booking, touring and venues
- music management, distribution and licencing
- music journalism and broadcasting

Live Production and Technical Services

- audio visual equipment set up and operation
- live event and audio visual technical production
- live sound production, lighting design and operation
- vision mixing
- audio visual system design and networking
- television and technical production
- audio visual equipment maintenance and repair

Essential Information

Unpaid Internships



Internships (RMIT WIL placements) must be supervised by someone who has experience and/or qualifications in the same field as the student.



You can advertise an opportunity year round, including summer. You'll get the highest response in March and from mid-July to mid-August. If you do not receive applications, let us know and we'll re-advertise.



RMIT WIL placements are typically a maximum of 80–120 hours. Your selected student will let you know the maximum unpaid hours for their course and provide you with an RMIT WIL Agreement to sign.

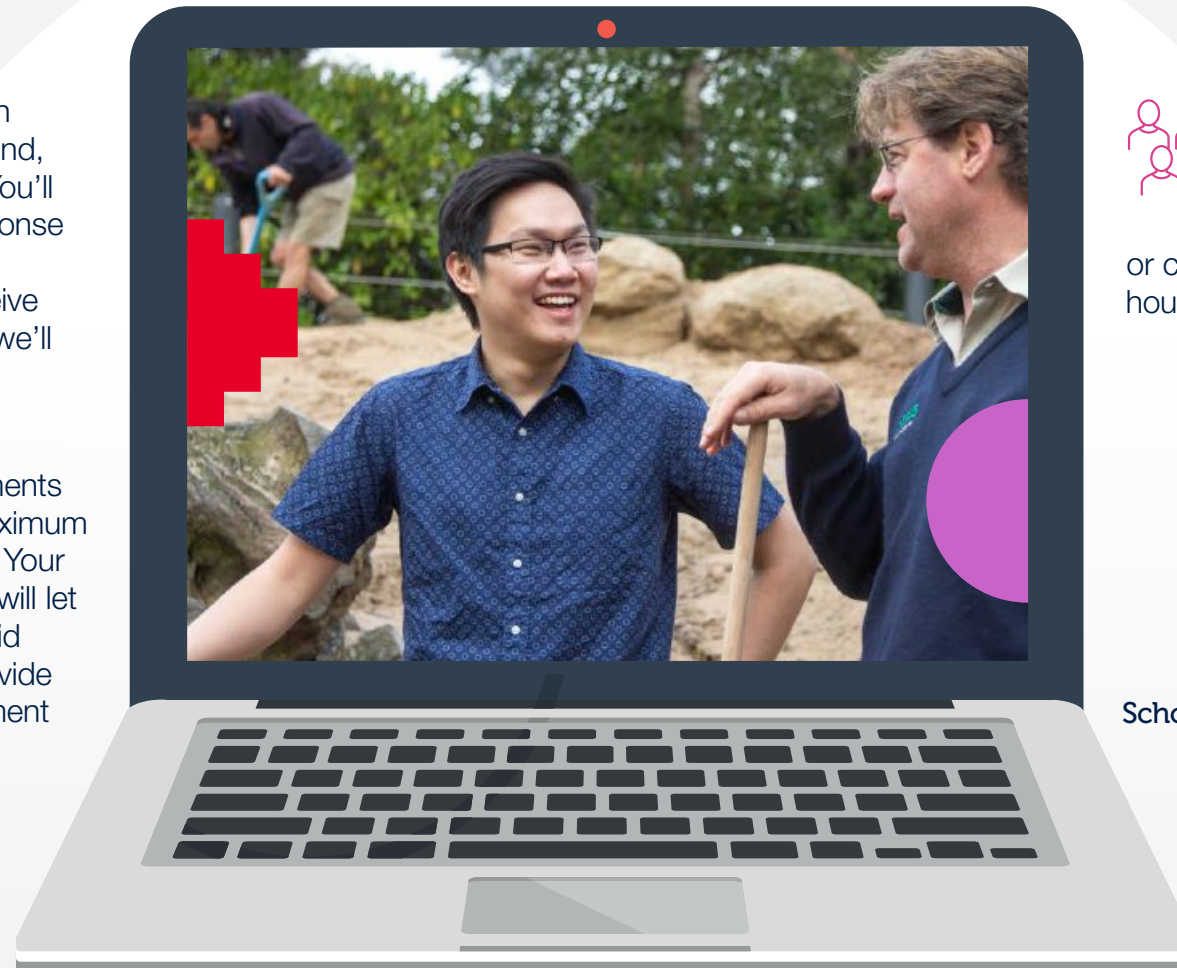
Paid Roles



We circulate your paid roles to relevant students, who will apply directly to you.



You can advertise graduate programs, full time roles, part time roles, contract or casual roles. Part time or flexible hours get the best response.



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Left: **Edwin Ang** Bachelor of Design (Digital Media) working with Melbourne Zoo.

Internships: Work Integrated Learning (RMIT WIL Placements)

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Suitability

Suitability of supervision

One or more members of your organisation should act as a supervisor to the student undertaking an internship. In order to deliver a rewarding learning experience, the supervisor needs to be experienced in the same field as the student. For example: a graphic design intern should be supervised by an experienced graphic designer.

Supervisors should be able to share their expertise on a day-to-day basis. Choose a supervisor who has the time, resources, energy and expertise to ensure the experience is mutually beneficial.

Suitability of role

Before registering your interest in taking on an intern, ask yourself if your assignment is the right fit for this initiative. Ideally the work has meaningful outcomes for both the student and your organisation.

A placement ideally leads directly to employment with your organisation, opening up a career path for students and establishing their professional network.

Defining the role

Paid or unpaid?

RMIT WIL placements can be unpaid, paid at nominal rates, award rates, or above award rates. Consider that a student will pay course fees and may also need to suspend other paid work to carry out the placement. Consider whether a student can be given a stipend or travel and meals allowance to cover some of the

costs related to their internship. Note also that students can receive many internship options and offering a student payment or other development opportunities can help students preference work with your organisation.

Hours of availability

Students have a maximum number of unpaid WIL placement hours that are covered by RMIT insurance policies. These are typically between 80-120 hours depending on the student's program requirements and the unpaid hours cannot be extended. The placement hours can be allocated in blocks or spread out on a part-time basis. You and the student can negotiate a work schedule that is mutually agreeable.

Advertising and Selection

Once you apply to host an intern the process begins. The Partnerships and WIL Team screens and circulates your notice to students, targeting programs that best fit your criteria and dates.

You can advertise an opportunity year round, including summer. You'll get the highest response in March and from mid-July to mid-August. If you do not receive applications let us know and we'll re-advertise.

Students then apply directly to you and you carry out your own recruitment process.

Hosting an Intern

What does the supervisor's role include?

- » orientation session, advising the student of your organisation's OH&S requirements and discussing your workplace policies

- » informing other employees about the student, and the reason and purpose of the activity
- » providing constructive, ongoing performance feedback to the student throughout the activity
- » contacting the student's course co-ordinator if any issues involving the student arise
- » participating in student evaluations and feedback, as required

Agreements

Your organisation, the student and RMIT will sign the WIL Agreement. The student will provide you with the Agreement to sign before starting the placement. Start dates, work schedules and location arrangements are recorded in the Agreement. Please familiarise yourself with the terms in the Agreement, including your requirement to provide a safe work environment.

The student can begin their placement once the Agreement is signed by your organisation then approved and recorded by RMIT.

When students complete the total hours of internship specified by their program, the Agreement will end. You may then negotiate future arrangements directly with the student, usually as an employment arrangement.

All arrangements must be in accordance with the Fair Work Ombudsman National Employment Standards. Please visit the Fair Work website for more information.

Insurance

RMIT has extensive insurance policies to cover students undertaking WIL activities for the duration of the Agreement. The minimum level of insurance provided by RMIT for all types of Higher Education and Vocational Education WIL activities is student personal accident; public and products liability; and professional indemnity.

Your organisation must hold and maintain appropriate public liability insurance.

If students are being engaged as paid employees your organisation will need to provide WorkCover and all employment insurances including Employer Liability and Worker's Compensation insurance.

Internships

- » Supervision with relevant expertise
- » 80 -120 hours
- » RMIT WIL Agreement
- » Year round and days negotiable
- » We circulate approved ads and students apply to you

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Internship and paid role requests

Please provide the following information to mediacomm.wil@rmit.edu.au
or design.wil@rmit.edu.au.

Paid roles

- Introduction about the company and company weblink
- Dot points of the tasks / responsibilities of the role
- Dot points of the type of skills you are looking for
- Location of work
- Application details including closing date and who students / graduates should send their CV to

Internships

- Same as above, plus:
- Professional supervision / mentorship / your expertise
- Any preferred timing, dates and days, noting that maximum unpaid hours are usually 120
- Additional benefits, eg: training or mentorship, travel stipend, or could this lead to paid work?

We circulate your request to students, who apply directly to you.



More information can be found at <https://www.rmit.edu.au/about/schools-colleges/media-and-communication/industry>



Having started her career as a radio producer at the ABC, Nichola then moved on to work as an associate producer on Channel Ten's *The Project*. She now works as a project manager at a digital design studio.

Nichola Spain

Bachelor of Communication
(Professional Communication)