



Space2b Social Design

Space2b, 144 Chapel St, St Kilda 3182

Graphics & Digital Support 2-month Internship 2026)

Unpaid position with small stipend to cover expenses

2 months - 8 hours per week

Can lead to Paid work for the right person and training opportunities

Space2b is a unique, dynamic, creative workplace that provides a platform for people to build on their existing skills, exchange ideas, increase language skills, and work side-by-side with others to further their creative and economic independence.

We are a unique, dynamic creative workplace, which provides a platform for people to build on their existing skills, exchange ideas, increase language skills and work side-by-side with other designers to further their creative and economic independence. Profits from our business support our creative and business mentoring and training initiatives.

ABOUT THE POSITION

In this role you will work with the Marketing and Digital Programs Development Teams to maintain and keep current Space2b's main website, online content and online store. You will also work with our marketing teams to design and create promotional material for our events, workshops, exhibition etc.

Space2b websites are built using WordPress and Square for the online store. We use Square as our main Point of Sale (POS) system and stock management.

Main Site: <https://space2b.com.au>

Shop: <https://www.space2b.shop/>

DUTIES & TRAINING

ROLES & RESPONSIBILITIES

Graphic Design – Working closely with CEO

- 2 Assist in designing and creating marketing materials for programs, events, exhibitions and workshops, using Canva
- 2 Organise and manage digital assets across platforms, developing efficient systems
- 2 Develop visuals for both print and digital platforms, (social media, email campaigns, websites)

Digital Platforms – Working closely with individual department Managers to update content

- 2 Assist in managing content on the main website pages, updating events, exhibitions and workshops.
- 2 Assist in creating monthly email campaigns, using Mailchimp (main) and MailerLite (online shop)
- 2 Create and manage event ticketing; Class Bento, Trybooking, Facebook, Linktree
- 2 Promote all activities by adding listings to marketing platforms including TWISK, ATDW and VMC

Online Shop – Working closely with the Retail Store Manager and team, coordinating the online shop

- 2 Liaise with the Retail Manager to prepare new content for the online shop website
- 2 Take photos of new products and upload to the online shop, using Square Photo Studio App
- 2 Ensure product photos are stored in appropriate folders using Box
- 2 Syncing Square to online shop and social media platforms i.e. Instagram and Facebook (ready to purchase)
- 2 Update designer bios and connect them to their products in the online shop
- 2 Manage product listings
- 2 Monitor out-of-stock items
- 2 Format product listings using SEO

APPLICATIONS: send a CV and cover letter to info@space2b.com.au ATT: Janine

CLOSING DATE: 9th August