



PROFILE ■ PROMOTION ■ PUBLICITY

Job Title: PR & Marketing Intern
Company Name: MacComms

Closing date: Monday 27th March 2017 9:00am
Interview dates: 29th & 30th March 217
Start date: 3rd April 2017

MacComms

Job Title:	PR & Marketing Intern
Grade:	Graduate level / experience
Company:	MacComms (Yorkshire) Ltd
Responsible to:	Ellie MacDonald, Managing Director
Hours:	2-5 days a week (negotiable)

Overview

MacComms is an award-winning start-up PR agency based in Leeds city centre.

Following our fast-growth over just two years, we are a small team which requires additional resource from a PR and marketing graduate / someone with relevant experience to help bridge the gap between our experienced account manager and junior PR and social media apprentice.

The role is a temporary position and opportunity for someone to gain valuable experience working for a reputable Yorkshire PR agency.

Company perks include a positive and friendly working environment. We work hard and play hard and enjoy regular meals and activities out, office treats, the opportunity to attend a range of networking and training events, conferences and award ceremonies.

We're a friendly, positive team who are increasingly successful and there is an opportunity for the right candidate to extend to a permanent, paid position.

Brand values:

We look after the people within MacComms and it is important to us that all employees, interns, clients, and suppliers share our brand values as follows:

- Passion
- Positivity
- Enthusiasm
- Collaboration
- Friendliness
- Professionalism
- Creativity

Job Function:

An expert copywriter is required to effectively support our account manager with client PR and marketing accounts through client liaison, drafting copy, managing campaigns and reporting.

To provide the company apprentice with shadowing opportunities in media research to build media lists and editorial calendars, copywriting and campaign management.

To support social media management of the business itself and clients.

Job Duties:

- Writing copy for press releases, blogs, websites, and e-communications

- Researching and creating social media schedules and updating company's social media profiles.
- Taking and editing photos and video with some creative design work
- Administrative tasks to ensure the smooth running of the business such as filing, scanning of documents, diary management, taking minutes at meetings

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessary to meet the overall business objectives of the company and which are relevant to your post.

To undertake any other duties relevant to the post as and when required.

To apply:

Email your CV and upload a short video to YouTube, sending us the link which explains why you would like the position, how you would fit the company values and what experience you have, to Ellie MacDonald at ellie@maccomms.net by 9am on 27.3.17.

Attributes	Essential	Desirable	Evidenced
Experience	<p>Experience of delivering strong customer service. Experience and/or theoretical knowledge of delivering PR and/or marketing campaigns for businesses</p> <p>Strong copywriting skills, attention to detail and the ability to work under pressure, in a fast-paced environment.</p>	Marketing, PR, events management, social media management, campaign management	CV, Cover Letter, Interview
Qualifications/training	Graduate level preferred	Creative writing, English, marketing, PR, business management, event management	CV, Cover Letter
Skills	Demonstrate the ability to work as part of a team and to be able to manage your own time effectively, strong communication skills are key to the role and a strong understanding of IT, particularly use of MS office products and social media	Photography and videography shooting and editing skills. Use of updating website Content Management Systems (CMS'). Basic design skills	CV, Cover Letter, Interview
Personal Qualities	Enthusiasm, passion, positivity, self-motivation, honesty, reliability		CV, Cover Letter, Interview