**Graduate Internship Programme – Employer Job Description**

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| **Job title** | Marketing, Events and Communications Coordinator (OPES) |
| **Organisation** | OPEN Ealing / OPEN Southall |
| **Line manager who the intern will report to** | Mandie Wilde, Director of OPEN Ealing / OPEN Southall |
| **Is this role hybrid working or permanently onsite at your company?** | On site |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| Working with OPEN Southall, you will support the team to deliver a range of impactful and engaging  events including planning and delivery to post-event evaluation and social media content creation. |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.  The main purpose of this role is to provide project, administrative and technical support to cover the duties of graduate level project (s) assigned by a line manager from OPEN Ealing / Southall.  The post holder will be working within a team and will be expected to use their own initiative and undertake self-directed learning within a supportive environment to develop their own skills and gain a good working knowledge of the OPEN Ealing / Southall policies and procedures and of the wider University, in order to make a positive contribution to the team and OPEN Ealing / Southall.  Graduate Interns will be supported throughout their internship with a programme of development and evaluation. |

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| **What you will gain from this internship** |
| * Support with event management (events open to the community of Ealing / Southall) * Technical and Production expertise from someone who has just completed their studies * Content creation that will help us appeal to a wider audience |

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| **Key areas of responsibility** |
| * Calendar of Community Engagement Events and Outreach Work planned in 2024 * Create engaging content for Instagram * Create audio-visual essays, and offer support to OPEN Ealing / Southall with their web content |

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| **Skills/knowledge that would be desirable** |
| * Microsoft Office 365 * Canva * Video editing software * TikTok |

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| **Recruitment criteria** |
| The graduate must have completed any of the below undergraduate degrees (in order of preference):  *BA Content, Media and Film Production*  *BA Broadcast and Digital Journalism*  *BA Advertising and Public Relations*  *BA Marketing and Social Media*  *BA English and Media and Communications*  *BA English and Film*  *BA Journalism*  *BA Event Management*  *BA Media and Communications*  *BA Business Studies with Digital Marketing*  *BA Film and Screen Business*  and be from the summer graduating class of June/July 2023. |