



PR & Marketing Internship

List of Life Ltd are offering a PR and Marketing based work experience opportunity.

PLEASE NOTE: This is a work experience position, so it is unpaid. We will reimburse monthly travel costs up to the value of £200.

This internship will suit someone who is looking for a career in PR and Marketing, or someone who has relevant experience or training in the sector. This position is full time for a minimum period of two months.

Only applications that include a CV and a cover letter citing relevant experience and why you are interested in pursuing a career in PR and Marketing will be considered.

Who We Are

We are a small independent events company based in Brixton London, Our team is highly motivated with a fun and upbeat office environment. We love working in events and the industry is exciting and fast paced but don't be fooled, this internship is entirely office based.

Job Description

You will be expected to help with general office duties such as answering customer queries and taking payments. The role will vary according to our workload but your primary duties will be focused within the PR and Marketing team. Below is the range of duties specific to your internship.

Internship Duties

- Writing content to a high standard across online and offline mediums, including blogging and marketing materials Link building
- Managing social media channels
- Researching relevant websites to share and promote content
- Developing a working knowledge of current SEO strategies of the company
- Developing a working knowledge of content management systems, Google Analytics and Adwords
- General administrative work, including understanding the companies booking system and how the bookings team work



Person Specification

- Excellent organisation skills
- Excellent writing skills
- Meticulous attention to detail
- Great administration skills
- Confident telephone manner
- Ability to deal with customers on the telephone
- Working knowledge of Word, XL, PowerPoint and I.E
- Time management skills
- Good communication skills

If you are interested in this internship, please send your C.V and covering letter to pr@polestars.net with the title 'PR & Marketing Internship'

For more information about List of Life: www.listoflife.com