



## CREATIVE ASSISTANT

REF. No. 1049

### About us

Since 2000 we have been designing, architecting and building digital marketing solutions that deliver real business results for our clients. This ranges from digital campaigns through to web design, app development and search engine marketing.

We are hands-on people who love what we do and have fun along the way. The culture in our studio is creative, supportive, relaxed and productive. We're looking for similar minded people who share our passion and vision of producing great work and thrive on learning even more.

### Number of employees

3-6 depending on what we're working on at any given time with some members working remotely.

### Tasks

You will be assisting in the marketing of a web app designed to help brands collect, curate and distribute user-generated content from social networks to increase engagement and sales across digital marketing channels.

You will be assisting in:

- Designing assets for blog articles
- Designing assets for social media channels
- Creating marketing campaigns for social media
- Designing assets for 'How-To' articles
- Editing video assets for 'How-To' videos
- Day-to-day management of on-going projects

### Skills needed

- Strong organisational skills and ability to manage your time effectively
- Good oral/written skills in English and ability to communicate your ideas
- Good knowledge of using social networks
- Basic understanding of using social networks in marketing

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- Good Microsoft Office skills, particularly Word & Excel
- Basic working knowledge of Adobe Photoshop
- Knowledge of video editing software (Premiere etc.) useful but not essential

## Skills to be acquired

- Digital marketing and use of social media
- Creating digital marketing campaigns
- Photo and video editing
- Creative design

## Duration of the internship

The minimum duration for internships is 2 months, although we prefer longer (3-6 months) where possible. This gives you more time to gain deeper knowledge and insight and allows us to dedicate more time and resource towards the internship.

All our internships are structured, supervised and run for the benefit of applicants with a genuine interest in a career in marketing and/or design. We are a small creative team so you benefit from direct engagement on live projects with team members.

## Office languages

English

## Location

London

## Financial support

Lunch & refreshments provided. Plus cost of travel cards for internships of 3-6 months.

## Office hours

Our general working hours are 09:30 – 17:30. Monday – Friday, excluding public holidays and including 1 hour lunch break.