



## PRODUCTION ASSISTANT INTERN

REF. No. 1067

### About us

The company has been welcoming English language students for close to fifteen years. We are dedicated to providing quality English language courses for adults as well as innovative programmes for teenagers and young learners.

We are accredited by the British Council, top-rated by the Independent Schools Inspectorate (ISI) - exceeding expectations in all three assessment areas - and a member of English UK. These accreditations and memberships show our commitment to the highest standards of education and welfare.

Our flagship school is originally a 19th-century village school house. You will find the school has excellent modern facilities, bright, cosy classrooms, a comfortable student lounge, and our own stylish cafeteria serving a wide variety of international food.

### Number of employees

20 during off season

80-100 during summer months

### Tasks

Production Assistant (PA) will assist the Marketing Manager running all of our activities involving editorial and events. The job is exciting, you will get responsibilities and you will learn a lot of things that will help you in your future life. Yet the role is demanding and involves dealing with a lot of pressure, managing people and negotiating conditions. For this reason, read carefully this description before applying.

### Key areas of responsibilities:

- Operations support to Marketing Team
- Supporting Sales Department and Activities Department

### Your role may include any of the following tasks:

- To make production plans.
- To stretch your stress points.
- To manage people and projects.
- Web management, basic photo retouching, spreadsheets and software that we use at work.



- To use technical equipment.
- To create and pitch projects.
- To negotiate.
- To prioritize and delegate.

## Skills needed

- Native English speaker or with very good English.
- Able to follow instructions, yet eager to work independently.
- Experienced or willing to talk to a camera or a microphone.
- Willingness to take pictures, as a subject and as a photographer.
- Able to research and write articles, to write interviews.
- Interested in social media.
- Experienced or willing to learn and use technical equipment.
- Willing to assist during production.
- Willing to take responsibilities and initiative.
- Problem-solving attitude.
- Able to use a phone to find guests for our shows, prepare them and occasionally interview them.
- Keep focused under pressure.
- Work with deadlines.
- Good writing and proofreading, admin skills.
- Good improviser.
- Fluency in Adobe Photoshop, Premiere and Audition is a plus.
- Creative person is a plus.

## Skills to be acquired

- Opportunity to learn about sales in one of the top rated language schools in UK from the Sales & Marketing perspective and gain real insight of our global operations.
- Gain invaluable work experience in a fast-paced environment with heavy use of technologies and technical equipment.
- Working alongside Senior Manager from day one, you'll benefit from close contact and support from our marketing team
- Receive 1:1 mentorship and be formally trained on the most important elements to achieving success on marketing;
- You will be fully conversant with Adobe Photoshop, Premiere and Audition, marketing mailing app, and other Project Management systems.

# PRAKTIKUM IN LONDON



## Duration of the internship

Flexible – 4 weeks to 12 weeks

## Office languages

English

## Location

London

## Financial support

Free travel card

London Local homestay accommodation at reduced rate

## Office hours

Monday to Friday

9am to 5:30pm