



## Communications Intern

Established in 1597, Gresham College is a charity which provides high-quality free education to the public in a broad range of subjects. The College aims to stimulate a love of learning and intellectual curiosity and to champion academic rigour, professional expertise and freedom of expression.

Gresham College has been providing free lectures within the City of London for over 400 years. The lectures are now live-streamed and available on YouTube or our website [www.gresham.ac.uk](http://www.gresham.ac.uk)

The College is now in year 3 of an exciting 5-year plan which has the primary aim of increasing and broadening the audience which the College reaches. Working at Gresham College is hugely rewarding in terms of the breadth and range of subjects covered and the knowledge and intellectual reputations of our speakers, as well as the opportunities for input into our communications and marketing programme.

### **JOB DESCRIPTION: Communications Intern**

<b>Purpose</b>	Marketing, promotion, and events support
<b>Reports to</b>	The Head of Communications (PR and Marketing)
<b>Hours</b>	15 - 20 hours per week
<b>Salary</b>	London living wage
<b>Term</b>	2 months initially with review for longer term

### **Responsibilities**

- To work on promoting Gresham College's lectures including drafting and sending emails, listings, and occasional press releases
- To assist with running our new Schools' oracy competition ([gres.hm/competition](http://gres.hm/competition))
- To work front of house for events and lectures (with some late finishes at c.7.30pm)
- To assist with some of our social media channels as required
- To assist with content creation and images and creatives for the College's social media channels and digital marketing as and when required e.g. images, photos, GIFs etc
- To respond to general enquiries, responding to phone calls and emails as required
- To assist with day-to-day business of the College and with the College's events
- To undertake such other duties as may from time to time be required

This role will offer a lot of training and development opportunities for the right person.

## **PERSON SPECIFICATION**

### ***Essential***

- Strong interest and ideally background in communications
- Excellent writing skills and grammar
- Well organised and self-motivated
- Excellent IT skills (Word, Excel, google docs, powerpoint etc)
- Knowledge and experience of social media
- Able to work well in small team, contributing, co-operating and supporting other members
- Excellent attention to detail
- Able to work under pressure with minimum supervision
- Good interpersonal skills, especially in the role of the public face of the College
- Flexible about working hours
- Reliable

### ***Desirable***

- Educated to degree level or equivalent (or currently studying)
- Qualifications or strong interest in Media and Communications
- Knowledge of Eventbrite and mailchimp

## **Equal Opportunities**

Gresham College encourages applications from those of diverse backgrounds. The College is committed to fairness, consistency and transparency in selection decisions. Panel members are aware of the principles of equality of opportunity and fair selection.

## **Application Process**

All applications will be managed in accordance with the College's recruitment policy; the process is outlined below

Formal applications must consist of a Curriculum Vitae accompanied by a statement in the form of a letter explaining your suitability for the role as against the information and criteria specified in the Job Description and Person Specification.

Candidates will be formally assessed as against the criteria for appointment as outlined in this document. The selection and interview process will be managed a panel comprised of employees and/or other persons. The final appointment will be made subject to satisfactory references, and any other necessary document checks (e.g. right to work in the UK).

Applications should be sent to Mrs Lucy Petrie ([l.petrie@gresham.ac.uk](mailto:l.petrie@gresham.ac.uk)).

Applications may also be sent by post to:

Gresham College  
Barnard's Inn Hall  
Holborn  
London EC1N 2HH.