



JOB SPECIFICATION - MARKETING AND PUBLISHING INTERN

Company: Bright Red Publishing Ltd

Location: Remote working

Job title: MARKETING AND PUBLISHING INTERN

Reports to: John MacPherson - Director
Reports to: Jo Fuller - Marketing Executive

Level/Grade:

Type of position:

- Full-time
- Fixed Term
- Part-time
- Placement

Term:

3 months

Hours:

10am - 3pm

General Description:

This internship is a training role for a candidate interested in educational publishing and keen to develop their marketing and publishing skills. The successful candidate will be involved in a range of tasks to support the company's backlist and frontlist print and digital projects.

Marketing:

- Assist with creating social media content for Twitter, Instagram, Facebook
- Assist with scheduling content using a social media management system
- Assist with events and publicity around new front-list titles
- Any other marketing tasks as required

Publishing:

- Assist with development of frontlist titles
- Assist in variety of editorial tasks to support backlist and frontlist
- Assist with picture research development for frontlist titles
- Any other publishing tasks as required

Essential requirements:

- Keen interest in educational publishing
- Excellent written and spoken English
- Effective working knowledge of social media
- Highly organised with ability to manage multiple projects

Education requirements

- Qualification related to the arts or creative industries

Monthly payment of £500 for the three months training role.

Applications by email to info@brightredpublishing.co.uk by August 06th 2021.

Interviews will take place by video link on August 12th 2021.