

Digital Intern

Employer: Our client is a Global Music Company

Duration: 12 months Internship – flexible hours

Salary: London Living Wage

Location: London and remote

To apply contact: enterprise.team@nas.org.uk

Closing date: 6th May 2021

About the Company

Our client is a global Music company with a passion for diversity and inclusion.

"Everyone is welcome to apply for our roles, and we are determined to ensure that no applicant or employee receives less favourable treatment because of gender, race, disability, sexual orientation, religion, belief, age, marital status, background, pregnancy, or caring responsibilities. We also recognise the importance of diversity of thought within our teams and are fully committed to embracing the talents of autistic people as well as other conditions.

We will always seek to make appropriate adjustments to recruitment, workplaces, and work processes to be fully inclusive to people with different needs and working styles. If you need us to make any reasonable adjustments for you from application onwards."

The Role

Reporting to the Head of Audience & Digital Development, the digital intern will work closely with digital, marketing and commercial teams to assist on campaigns, reports and analysis across our roster of music artists.

Skills & Experience

Be Digital

- Provide support to the audience and commercial teams in day to day analysis and reporting on artist campaigns and track performance.
- Use internal and external platforms to gather data, research trends and present analytics.
- Create and distribute audience growth trackers and track streaming charts.
- Find, engage and develop relevant target audiences via digital platforms.
- Assist with set up processes for social accounts, release schedules and day to day admin for digital and commercial teams.

- Liaising with external suppliers, social media agencies and developers.
- Budgeting assistance; use internal systems including approving quotes, raising POs etc.

Person Specification

- Knowledge of digital marketing and current digital music developments.
- Aptitude for technical tasks and the ability to learn quickly.
- Understanding of social networking sites and streaming services (Spotify, YouTube, Soundcloud, Facebook, TikTok, Twitter, Instagram, Snapchat).
- Excellent verbal and written communication skills as you will need engage with internal and external stakeholders by email, phone and face to face when we return to the office.
- Flexible and able to prioritise workload.

How to apply

For tips on applications, including C.V. writing, please [sign up for our free e-resource](#).

We are happy to make reasonable adjustments throughout the hiring process. We want you to feel comfortable at application stage and so if a CV isn't right for you, we'd be open to receiving applications in other forms. Don't hesitate to let us know if you'd like to apply with a portfolio or links to projects you've worked on past and present, a video CV or any other format you feel best showcases you as a candidate.

Please send applications to enterprise.team@nas.org.uk

If any part of the above content is unclear, or you would just like to talk through it, please contact richmal.maybank@nas.org.uk for further information.

Wishing you the best of luck in your application.