



Job Description

Job Title:	Digital Marketing Intern (6-month rolling)
Reporting to:	Marketing & Sales Manager
Responsible for:	N/A
Location:	Max Rollitt, Avington, Hampshire, SO21 1DA
Hours:	32.5 hours per week (10-5pm)
Salary:	£9.50ph

Job Purpose
To support a small, busy and thriving team at Max Rollitt working across Interior Design, Antiques and Bespoke Furniture Design. The role will have a focus on digital skills within a marketing context
Main Duties and Responsibilities
<ul style="list-style-type: none"> • Assist with photoshoots and content creation for social media and website updates • Instagram <ul style="list-style-type: none"> ○ Inspiration - capturing in-house content, photography assisting, industry research ○ Scheduling - plot weekly posts, draft captions for approval, weekly analytics ○ Information gathering responding to DM questions ○ Copy writing • Supporting asset management – archiving, filing, labelling • Supporting website day-to-day and development working on SEO, regular updating, regular web uploads, file naming and labelling • Assist with regular newsletter creation • Assisting with developing content across multiple platforms • Support customer feedback processes • Assist with events in the showroom and/or of site where required • Photocopying and printing documents for presentations • Some manual handling to support room set ups and/or photo shoots • Understanding the role effectively in order to handover to incoming intern
Person specification
<ul style="list-style-type: none"> • Foundation or HND level in a design-related or marketing field • Proven IT skills, to include all MS Office programmes • Experience of using social media in a professional context and understanding of scheduling platforms would be desirable • Experience of Adobe suite particularly Photoshop • Genuine interest in Design-led industry

- An understanding marketing for interiors and/or product design
- Excellent administrative skills and a talent for writing
- Logical thinker with an eye for detail and design
- Resourceful
- Highly organised
- Excellent interpersonal skills, communicating effectively
- Creative initiative
- Adaptable and friendly team player, with a resourceful approach and an enthusiasm for learning and solving problems in a busy thriving creative environment
- Driving license essential
- Able to assist with manual handling

Benefits

- Opportunity to gain marketing experience within in the creative industries
- Work within the context of interiors and design projects
- Attend weekly meetings
- Mentoring
- Own project development or research within the context of the role
- Idyllic rural location
- High quality furniture and antiques selling to interior designers and clients all over the world and reputation of excellence
- Small, friendly team with core values of Quality and Excellence, Enabling environment, Respect and Integrity, Efficiency, Accountability, Teamwork, FUN
- Company Sick pay scheme
- 28 days paid holiday per year
- Wellbeing days