6-12 month student work placement internship at belowzero restaurant +lounge | ABSOLUT ICEBAR LONDON, commencing August 2010.

Job Title: DESIGN & MARKETING ASSISTANT

Reports to: Marketing + PR Executive
Remuneration: This is an unsalaried internship position, however we will provide you with staff shift meals, London travel allowance and £150 gross per week to assist with London living expenses.

An opportunity has arisen for a Marketing Intern / Assistant to join the world-famous belowzero and ABSOLUT ICEBAR LONDON.

If you're a university student (or equivalent) looking to gain commercial experience in marketing - this internship will provide you with valuable, real-world experience, as well as an insight into working with a leading brand. This role would suit someone looking to gain design or marketing experience, perhaps on a gap year or during studies.

It is envisaged it will last a minimum of 6 months, working on a Monday – Friday, 10 -6 rota which offers a degree of flexibility.

The ideal candidate for this position will be outgoing, fun, friendly and able to work within a team as well as independently. Well presented with a creative flair and an eye for detail. It is essential that you hold excellent communication skills, both written and verbal. You will need a flexible approach, and willingness to adapt to regular priority change, with enthusiasm and professionalism.

This is perfect role for a self-starter with loads of initiative and the ability to work and execute with little supervision.
If you are passionate about your work standards, work well under pressure, and have natural multi-tasking abilities, along with that 'Can do' attitude, then you will fit well with the belowzero | ABSOLUT ICEBAR team.

As the Marketing Assistant you will be responsible for assisting the Marketing Manager by supporting day-to-day activities and to ensure that core marketing activities are delivered to budget. You will be involved in developing new marketing initiatives.

Main duties will include:

- Design promotional material including flyers, adverts, offers and POS material
- Create HTML e-newsletters, eflyers and HTML emails
- Updating company websites / website development
- Creation, enhancement or modification of high quality and inspirational web page content
- Using & updating social media (Facebook + twitter) to promote the venue
- Updating third-party websites with info (View London, Top Table)

- Helping write copy for e-newsletters.
- Preparing marketing materials for events / events team
- Experimenting with new techniques to make promotions visually more interesting and compelling
- Liaising with print and design agencies
- Proof reading copy
- General office duties - answering the phone, organising files, co-ordinating meetings
- Conduct daily media monitoring and presenting cuttings
- Proactively engaging in meetings to discuss projects
- Providing progress reports on actions to the marketing manager
- General admin including processing invoices,
- Field and respond to phone calls and email requests for information from the general public and external stakeholders and contacts.
- Support other responsibilities of the dept as required.

SOFTWARE
Applicants must have significant experience using the Adobe creative suite software:

Design:
- Indesign (essential)
- Photoshop (essential)
- Illustrator (essential)
- Flash (advantageous)

Web:
- Dreamweaver/HTML (essential)
- Good understanding and coding skills of HTML & CSS and knowledge of SEO

Other:
- Office suite: Word, Excel, Outlook (essential)
- Any additional software expertise is beneficial

DESIRED SKILLS
- Copy-writing skills
- Can receive a creative brief
- Keen interest in digital marketing
- Project management skills

To apply please email your CV and cover letter to laura@belowzerolondon.com. Please note we can only accept applications from candidates who are able to provide proof of their legal status to live & work in the UK.

Closing date for applications is 2nd July 2010. Late applications cannot be considered.

www.belowzerolondon.com