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## **Intern Opportunity at sounddelivery**

**sounddelivery** is an award-winning digital media production, training and communications agency. We are looking for an intern to join us for us for a period of three months (Mid August/early September with flexible arrangements).

**sounddelivery** works predominantly with organisations in the public, non-profit, community, cultural and heritage sectors, as well as business with a strong social commitment. We deliver training in digital and social media and work as a production agency making bespoke audio visual content. We also offer communications consultancy, working on media campaigns and marketing projects. We currently in the process of developing an outreach project offering respite breaks for carers. This internship will involve working across our portfolio of exciting projects.

The intern role we are looking to fill is for a Researcher/Junior Project Manager.

As you'd expect there's a need for admin duties, from answering phones to data entry and mail outs, as well as supporting our media relations activities. But we're really looking for someone who shares our ethos and our values. What's important to us is supporting charity organisations to tell their stories better and reach out to their supporters, stakeholders and service-users. We do this by helping them bring their stories to life. So what's your story – your motivation? What gets you out of bed in the morning: a cup of coffee or a passion to make the world a better place?

Your passion and dedication will be balanced with real opportunities to learn and develop.

### **Candidate requirements:**

- Graduate
- Strong research and telephone skills
- Ability to work on own initiative with little supervision
- Previous work experience (paid or unpaid) in a charity or third sector organisation is desirable – particularly a marketing environment (e-campaigning, fundraising, public relations, etc..)
- Must be social media savvy (Facebook, Twitter, Blogging, etc...)
- Strong organisational skills
- A Microsoft Office whizz (Word, Excel, Powerpoint, etc...)
- Being able to spot a story and knowing what to do with it

Travel and lunch paid. Flexible internship opportunity available

### **How to apply**

Please send your CV and covering letter stating what you will bring to this internship to [jude@sounddelivery.org.uk](mailto:jude@sounddelivery.org.uk) Interviews will take place at the beginning of August and will include a short presentation. We are sorry but only those invited to interview will be contacted.