

Raising Films

Two Intern positions are available at Raising Films to assist with our *We Need To Talk About Caring* survey. Read about our survey here: <https://www.raisingfilms.com/carers-survey>

The two positions are:

- Design/Marketing Intern
- Research/Writing Intern

If you are looking to gain experience in design/marketing and research/writing then please do apply. You'll be working with a small team of part-time staff to help to deliver the project which culminates mid-June 2019. This position is ideal for undergraduates, but all applications will be considered. The internships will be rewarded via an honorarium payment in-line with the minimum wage. Both roles require remote working with possible occasional meetings in person.

To apply: submit your CV and cover letter, explaining why you are interested in the role and outlining your relevant experience, skills and abilities. (two pages max.) Send to: mounira.almenoar@raisingfilms.com

Deadline: 12pm on Friday 29 March 2019

Intern 1 – Design / Marketing

Start date: Monday 13 May 2019

Input: five days over five weeks. Reporting to: Communications Manager – Sally Hodgson

Main Duties

- Conducting and transcribing phone interviews
- Design work for report
- Copywriting and proofreading
- General simple marketing duties

Skills, Person Specification and Requirements

- Strong communication skills
- Detailed approach to work with ability to proofread and copy edit
- Working knowledge of and access to Adobe Creative Suite: including InDesign, Photoshop and Acrobat
- Able to work as part of a team
- Access to a good internet connection
- The ability to work independently and remotely

Intern 2 – Research / Writing

Start date: Monday 6 May 2019

Input: six days over six weeks. Reporting to: Project Manager – Mounira Almenoar

Main Duties

- Number-crunching SurveyMonkey survey data
- Report writing
- Proofreading and copy-editing
- Desk research

Skills, Person Specification and Requirements

- Strong communication and written skills
- Some experience of research, proofreading and copy editing
- Able to work as part of a team
- Access to a good internet connection
- The ability to work independently and remotely

Raising Films is a community interest company
www.raisingfilms.com