



## MARKETING INTERN JOB DESCRIPTION

### **Who are you?**

You are a passionate and enthusiastic individual, on your way to becoming a highly skilled communications & design professional within a marketing department, advertising agency or design studio. You are either mid-way through your tertiary studies or have recently completed a degree.

You understand that work experience is your first step to applying the skills learnt through university in a professional context. You know that this is only the start, and you have much to learn with the right attitude and opportunities.

You are a sponge, keen to learn from others, and soak up anything you can from those working in the industry. You are all eyes and ears, taking everything in and asking questions readily so you can be clear on expectations. You are constantly looking for ways to improve what you do.

You have a sense of humour, are willing to acknowledge when you need to seek advice, love working in a small team and maintain a high volume of smiles on a daily basis.

You thrive on working within a team, and play an integral role in producing work that delivers a high standard of design, ideas and communication.

You are happy to do anything that is required across the studio to get the job done. From desktop research, to developing creative briefs, to filing, to preparing credentials and so on.

You understand that there is something to be learnt in everything that you do, no matter what size the task is. And you understand that the small things are just as important as the big, and need to be completed to the highest standard possible. You have a sharp eye for detail.

### **Within Milo&Co., the Marketing Intern's role is to:**

- Be day-to-day support of the client management & strategy team including: desktop research, conducting competitive reviews, writing briefs, input and develop design and communication strategy, and more
- Complete tasks as briefed
- Build a strong relationship with the client management team being reliable, hands-on and supportive
- Contribute a happy and healthy work environment for all
- Maintain up-to-date filing and documentation

### **Your skills include:**

- Minimum of 2 years university study in marketing, advertising or design
- Ability to distil information from research and formulate insights

- Strict attention to detail
- Software for MacOS and Microsoft Office
- A positive 'can do' attitude with a high standard of excellence
- Good time management skills.

**You are responsible to:**

- Managing Director – Rachel Miles
- Studio Manager – Tony Le

**Our commitment to you:**

- Provide you with a professional, creative and supportive environment
- Ensure you have visibility across a range of projects
- We will work with you to set your internship goals and objectives.
- We will have check-in along the way to make sure you're on track and smashing these goals.