



## Job Description

<b>Job Title:</b> Social Media - Intern	<b>Location:</b> London / remote working
<b>Hours:</b> Min 15 hours per week	<b>Duration:</b> Interim – 3 months – 6 months+
<b>Responsible To:</b> Director / Owner	<b>Experience:</b> Student
<b>Works With/Key Contact:</b> Customers, Social media influencers,	<b>Salary:</b> This is a voluntary position

### About Us:

We are a small, hard-working luxury shoe company working with shoe manufacturers with many years' experience in the shoe industry. Our offering is to provide luxury products at affordable prices. Our ethos 'we won't compromise on design, material or production – luxury products for all'.

This is a great opportunity for an enthusiastic inspiring entrepreneur, who has vision and creative ideas, wanting to develop their skills with a growing and developing brand.

### Main Purpose of the Role

We are seeking a part-time social media intern to grow our social media presence on Twitter, Facebook, and Instagram.

The intern's responsibilities will include:

- Creating content such as blog posts and curating content to post on our different social media platforms.
- Responding to user comments on Adrienne Shoes different social media platforms and directing inquiries to appropriate staff as needed
- Ideating, creating and posting content to different social media platforms
- Planning to content calendars to schedule posts on different social media platforms
- Optimizing content, tracking user traffic and assessing user response to different content posted
- Help plan social media campaigns to reach a wider audience, increase brand awareness and drive sales
- Photography, graphic design and video content creation
- Finding bloggers and influencers to work with

**What we're looking for:**

- A highly motivated person with good organisational skills
- Interest in the fashion industry.
- Understanding the content required by social media channels.
- Studying marketing or graphic design related degree
- Basics of Adobe programs and you have a good eye for design
- Confident in taking photographs
- Excellent verbal and written communication skills
- Excellent knowledge of MS Office – Word, Excel, Power

**Desirable**

- Basic knowledge of WIX or willingness to learn

This is a voluntary position where some limited travel within the EU may be required

This internship is primarily remote working, you will be expected to attend the office on an ad hoc basis

Meetings will be scheduled on a weekly basis via skype/team meetings.

You will be required to participate at Super Sunday fun team meetings.

The successful applicant must be available to start asap and commit to a minimum of 15 hours per week for a period of 3 + months

Interested

If you would like to apply for this position please send us your CV, covering letter and availability