

## **International Marketing Intern**

**Employer:** Our client is a Global Music Company

**Duration:** 12 months Internship – flexible hours

**Salary:** London Living Wage

**Location:** London and remote

**To apply contact:** [enterprise.team@nas.org.uk](mailto:enterprise.team@nas.org.uk)

**Closing date:** 6<sup>th</sup> May 2021

### About the Company

*Our client is a global Music company with a passion for diversity and inclusion.*

*"Everyone is welcome to apply for our roles, and we are determined to ensure that no applicant or employee receives less favourable treatment because of gender, race, disability, sexual orientation, religion, belief, age, marital status, background, pregnancy, or caring responsibilities. We also recognise the importance of diversity of thought within our teams and are fully committed to embracing the talents of autistic people as well as other conditions.*

*We will always seek to make appropriate adjustments to recruitment, workplaces, and work processes to be fully inclusive to people with different needs and working styles. If you need us to make any reasonable adjustments for you from application onwards."*

### The Role

This role provides support to the International Marketing department. The frontline international department represents UK's labels and their UK signed artists.

### Skills & Experience

#### **Be administrative**

- Updating weekly charts, collating chart information from all territories.
- Ad hoc project support/assisting in the day-to-day running of the department.
- Analysing sales figures of artists worldwide and reporting to senior members of the team, labels and UK management.
- Creating weekly streaming and sales reports.
- Using systems to pull information on single and album releases on an ad hoc basis.
- Taking notes on behalf of other team members in a meeting.

- Organising and connecting calls (known as phoners) between artists and international journalists.

### Person Specification

- Interested in the world we live in and the different cultures within it.
- Passionate about music with a desire to progress in the industry.
- Self-motivated, hardworking, and enthusiastic.
- Flexible and able to prioritise own workload.
- Good computer skills i.e. Microsoft Office, Excel, Word.
- Happy to communicate with other team members remotely whether on the phone, email or zoom.

### How to apply

For tips on applications, including C.V. writing, please [sign up for our free e-resource](#).

We are happy to make reasonable adjustments throughout the hiring process. We want you to feel comfortable at application stage and so if a CV isn't right for you, we'd be open to receiving applications in other forms. Don't hesitate to let us know if you'd like to apply with a portfolio or links to projects you've worked on past and present, a video CV or any other format you feel best showcases you as a candidate.

**Please send applications to [enterprise.team@nas.org.uk](mailto:enterprise.team@nas.org.uk)**

If any part of the above content is unclear, or you would just like to talk through it, please contact [richmal.maybank@nas.org.uk](mailto:richmal.maybank@nas.org.uk) for further information.

Wishing you the best of luck in your application.