



# BLOXHAM

PR & DIGITAL

## 6 or 12-month PR & Digital Internship

*This opportunity will best suit someone who has completed A-levels (or equivalent) and is keen to gain industry experience or someone who is currently at university and has an industry placement year.*

**Place of work:** First Floor, Unit 30, Maisemore Court, Church Road, Maisemore, Gloucester GL2 8EY

**Hours:** 9am – 5:30pm with one-hour lunchbreak (flexi hours available)

**Salary:** Paid

**Holiday:** 23 days pa, inclusive of UK bank holidays, 3 days to be taken over Christmas

**Starting:** January 2024

This is an extremely exciting opportunity for a talented go-getter to join our vibrant, fast-paced agency in Gloucestershire and gain first-hand exposure to and experience in PR and digital – to include events, VIP seeding, influencer marketing, brand partnerships, and social media. The successful candidate will support the team on all activity across our portfolio of fashion, consumer and luxury country lifestyle clients.

### The successful candidate must have:

- The ability to perform extremely well under pressure, juggling multiple tasks to deadline
- *Exceptional* organisation skills and the ability to adapt quickly to changing briefs
- Confidence to communicate articulately in person and over the phone as well as email
- Strong written ability with exemplary grammar and spelling (flair for creative writing would be an advantage)
- The ability to hit the ground running – we are looking for a fast learner with an enthusiastic and dedicated approach
- An abundance of common sense to aid problem-solving
- A desire to explore a long-term career in PR and digital marketing
- A proactive and adaptable approach, always showing eagerness to support the team
- Social media savvy
- Efficiency with Microsoft Office, specifically Outlook, Word, PowerPoint and Excel
- Driving license and ability to commute to the office daily
- Experience with Coverage Book is desired but not essential

## Key roles and responsibilities:

- General office support and basic reception duties
- Day-to-day support of the PR and digital team
- Daily media reviews
- Assist with organising office orders, stationery and press gifting
- Maintaining order of the boardroom
- Management and execution of PR sample traffic
- Management and execution of media coverage distribution (social, print and online)
- Assist with the arrival of the new collection samples to the office showroom
- Creation and sending of multi-agency mail merges
- Supporting social media influencer relations from research to activation
- Contributing to the Bloxham Instagram
- Support the digital department with social media scheduling and posting where required
- Event support from RSVPs to supplier relations and everything in between
- Maintaining media database to ensure they are updated and accurate across UK and US
- Maintaining VIP and influencer databases to ensure they are updated and accurate
- Maintaining image library across all client accounts
- Additional duties when and where necessary within the defined levels of responsibility

The successful candidate will have the opportunity to work with inspiring businesses from iconic heritage brands to innovative, award-winning start-ups. Whilst an existing passion for the sectors we operate within is not required, an evident enthusiasm to engage and immerse in all sectors is absolutely crucial.

Applications are now open. Please send your CV and cover letter to [beki@bloxhampr.com](mailto:beki@bloxhampr.com)

We are an inclusive workplace, dedicated to promoting diversity and equality. We encourage applicants from all backgrounds.

## EMPLOYEE BENEFITS

- Access to flexible working
- Birthday day off
- 3pm finish last Friday of every month
- Summer hours
- Pension
- Robust CPD programme
- Access to life coaching and training (individual and group)
- Access to webinars, workshops, and courses in support of professional objectives
- Summer social and Christmas party
- Discounts across brands within the agency portfolio
- Bring your dog / child / friend to the office policy!
- Free access to Readly
- Free parking
- Travel card for under 30s
- Office library
- Drinks in the office every Friday
- Highlight of the Month Award
- Day(s) off for charity initiatives

