



Job Title: Rising Tide Intern – Events and webinar operations Squad

Hour per week: 35 hours per week as per standard Elsevier UK contract

Summary

We are looking for a Marketing associate intern to help us support collateral management for events, in an agile marketing environment.

The successful candidate will support dissemination of collateral and merchandise as well as working with vendors to help manage the stock in our collateral tool.

If you are passionate about technology and people, and driven to deliver outcomes which will benefit researchers, institutions, and funders, then this role is for you. Throughout your internship, you will get a mentor from the Events and webinar operations squad who will support you in your projects. You will work in a diverse and multicultural environment with colleagues located across several sites globally.

You will learn how to manage a 'shop' and you will support the team's Event managers with booth shipments for events as well as some administrative tasks that come with collateral management.

Our Events and webinar operations squad is a supportive, hard-working, fun, encouraging and friendly team. Ultimately, you will gain a good marketing experience.

Responsibilities

- Manage collateral tool including ad hoc administration tasks
- Delivery of booth materials and merchandise for events within deadlines
- Contact vendors for quotes and orders and keep track of progress
- Attend meetings and relevant agile ceremonies
- Identify problems and/or opportunities to improve delivery

Requirements

- A passion for technology and/or marketing
- Experience with programs like Adobe illustrator, photoshop, canva or indesign is a plus
- An interest in Agile working
- Ability to get on with all kinds of people
- Excellent organizational, time-management, communication and teamwork skills