

Marketing Intern



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Role Description



Reports to:	Communications Manager / Marketing Associate
General Role:	To assist the marketing team in creating and updating online and offline marketing content. This will include drafting posts and content for our digital and social platforms, updating marketing documents and our website.
Duties Include:	<p>Help create and maintain as current marketing documents including case studies and staff CVs.</p> <p>Draft content for the buttress website.</p> <p>Draft and create posts across Buttress' social platforms.</p> <p>Support creation of different media content for social.</p> <p>Support the marketing team as required to compile and present bids and reports using practice templates.</p> <p>Support general marketing team admin and other activities as required.</p>
Skills, Knowledge & Experience:	<p>Understanding of digital marketing and social platforms</p> <p>Interest in storytelling, with good English and communication skills</p> <p>Good skills in adobe creative suite preferred</p> <p>Creative with an enthusiasm for design and architecture</p>
Studio Standards and Policies:	To assist in the management of our digital asset database encouraging other's to do so and contributing to its ongoing evolution. To assist in the maintenance of our email database in line with GDPR and Buttress' policies.
Other Duties:	From time to time the company may make reasonable requests for you to undertake duties not necessarily covered in the above.

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