Events and Marketing Intern

**FIXED TERM POSITION AT HARLAXTON COLLEGE, ENGLAND**

**Overview**
Harlaxton College is seeking a Events and Marketing Intern. This is a fixed term appointment where the coordinator will serve for an 18-week period from the 1st March 2023.

**Responsibility**
The position will serve as an Events and Marketing Intern. Responsibilities will be to:

- Assisting the Events and Marketing Manager with all key aspects of weddings and events
- Help the events team with general office admin
- Carrying out client communication including enquires, tours, invoices, paperwork
- Plan and assist the planning and execution of events
- Develop event related promotional materials for events, with guidance from Events and Marketing Manager.
- Assist in running of the events, some fall on the weekends
- Plan and support social media for events team and College team
- Serve in an on-call capacity as part of a staff duty rotation
- Act as trip courier for British Culture Trips and day/overnight excursions
- Other duties and projects as assigned

**Qualifications**
We are seeking applicants who will have completed a baccalaureate degree at the time of the internship, who have had experience of working in events or hospitality and marketing, and who have a strong interest in weddings, events and marketing. Candidates should have excellent verbal and written communication skills, be able comfortable working independently, be willing to work evenings and weekends and must be able to maintain confidentiality when working with student information and sensitive documents. Experience while an undergraduate student of living in on-campus Residential Halls is desirable. Applicants must have legal right to live and work in the UK OR meet UK Tier 5 eligibility requirements.

**Compensation**
Furnished lodging and three meals a day will be provided at Harlaxton College. The flexible work week will average 40 hours. The Marketing and Events Intern will have access to a shuttle service into Grantham town center, on-campus nurse, library, free laundry facilities, the on-campus gym, and the opportunity to visit some of the best locations the UK. While working as an Events and Marketing Intern they will be provided with a stipend to cover the costs of meals outside of the Manor.
Step 1 in Application: Selection by Harlaxton College
Please send a detailed cover letter and resume/cv with references to bprice@harlaxton.ac.uk From this pool, applicants will be selected to participate in a first-round interview with Harlaxton Events team via Zoom. Due to the high volume of applicants, we cannot offer each applicant an interview. Once the first round is complete, a second round of interviews will be offered to the top candidates and references will be checked. Applications are due 15th January 2023.

Step 2 in Application: Clearance and UK visa process (for non-UK Citizens)
If you are selected by Harlaxton for this position, and do not already have the right to work in the United Kingdom, your next step is to apply for a Tier 5 GAE visa from the UK government through BUNAC. Please check the requirements for tier 5 visas to ensure your eligibility. Harlaxton college will cover the cost of the Certificate of Sponsorship, but the successful candidate will be responsible for covering the cost of the visa and the UK health surcharge (approx. £750), and flight/transportation to and from the Manor at the start and end of the position. As part of the application process, you must be able to have your fingerprints and photo taken at a US Department of Homeland Security application support center. Harlaxton College will provide support throughout the visa application process.

Questions?
If, after carefully studying the Harlaxton, BUNAC, and UK government websites, you still have questions, please contact: bprice@harlaxton.ac.uk