

## **Revolve Marketing & PR Intern Job Description**

Revolve Marketing & PR is vibrant consultancy established in 2004 specialising in fashion, beauty and lifestyle marketing and public relations. Revolve Marketing & PR develops and implements compelling marketing and public relations programmes which deliver exceptional results. Revolve's objective is to take a great product or service and turn it into a remarkable product or service that stands out from the crowd, by positioning it in within the most effective marketplaces and growing its reputation.

### **Job Description:**

The intern will assist the Revolve Marketing & PR team where needed. It is Revolve's aim to instil the basic teachings of marketing and public relations during the course of the internship. We hope it is a beneficial relationship for both parties. Duties might include any of the following responsibilities, as well as other, unlisted duties.

### **Intern Responsibilities:**

- Assist with developing and writing approved press releases
- Assist with media relations, including researching and pitching
- Assist with the organisation of photocall opportunities
- Assist with client events and attend where necessary
- Assist with the research, development and writing of new business proposals
- Assist with the building and maintenance of press lists
- Assist with the organisation and posting of press kits
- Assist with following up with media to encourage client coverage – only where needed
- Ensure hard copy of all client coverage is saved to coverage folders – print off where needed
- Assist with compiling of client evaluation reports

### **General office responsibilities:**

- Assist with answering phones when needed
- Run errands as needed
- Maintain general upkeep of office

### **Knowledge, Skills, Abilities:**

- Have positive teamwork attitude
- Display enthusiasm and initiative for the role
- Possess strong writing skills
- Ability to manage numerous projects simultaneously
- Ability to work to deadline – request deadline from team member
- Willingness to contribute to the overall operation of Revolve
- Ability to generate, share and follow through on creative ideas

Please send your CV to [sarah@revolve.ie](mailto:sarah@revolve.ie)