

Content Producer (3 month internship)

Reports to: Executive Assistant to CEO
Location: 50 Featherstone Street, London, EC1Y 8RT
Hours: Full time (37.5 hours)

Key responsibilities:

- To coordinate the administrative aspects of the CoProducer project
- To devise, develop and execute all panel engagement activity for the CoProducer project (in collaboration with the Panel and Production teams)
- To maintain schedule of activity and ensure the panel is regularly engaged via e-shots/the website/social media
- To assist the Production team / the In-House Filmmaker with CoProducer project production tasks (casting/location scouting/pre-production administration)
- To assist the In-House Filmmaker with corporate filmmaking jobs (outside of the CoProducer project)
- To assist the Panel team (outside of the CoProducer project) as required

Experience and qualifications:

Essential:

- Experience in writing engaging content / articles
- Social media savvy
- Campaigning / promotional experience
- Excellent organisational skills
- Experience in a customer-facing role
- Some familiarity with editing software

Desirable:

- Experience in running Twitter / Facebook campaigns
- Basic coding skills (for designing surveys)
- Editing skills (experienced in FCP, AVID or Premiere)
- Camera operator skills

This role would suit a recent graduate in broadcast journalism/media studies.

To apply please send your CV and cover letter to vacancies@yougov.com.