

Admin Assistant Internship at London Calling and Culture Calling

London Calling and **Culture Calling** are among the UK's leading marketing and engagement specialists in the arts, culture and leisure sectors. We provide print display and digital marketing solutions to a range of cultural and leisure organisations across the UK.

We are now looking for an organised and efficient Admin Assistant to join us for a one month paid internship at our London office in Islington. This will be a hands-on role giving the successful candidate lots of experience of office admin within a busy arts marketing environment.

The Role

This role will be primarily concerned with supporting the sales and marketing teams to run efficient b2b communications. This will involve researching potential leads within specified industries and locations, organising b2b mail-outs and providing general admin support.

The ideal candidate will be:

- Efficient, meticulous and organised, with excellent attention to detail.
- Confident with computers, with the ability to learn new systems quickly. A strong knowledge of excel spreadsheets would be an advantage.
- A conscientious team player.

An awareness or interest in the arts and cultural industries as well as an understanding of the principles of sales and marketing would be an advantage.

How to apply

If you are interested in applying for this role, please send a CV and short covering letter to Kate Plummer on kate@londoncalling.com.

Closing date: 4th January 2018.

Due to the high volume of applications we receive, we are unable to acknowledge receipt of your application.