



Marketing and Communications
Internal Communications Intern (Video Editing)
Part-time, term time only

Salary: £9.85 per hour (1 working day per week – 7 hours per day)

Applications are invited for an Internal Communications Internship (Video Editing) in the Marketing and Communications Directorate at Royal Holloway, University of London.

This is a part-time placement consisting of one day per week during autumn and spring term 2018/19, with the role commencing on Monday 17 September 2019.

The successful candidate will support the Internal Communications team with the management, development and delivery of videos for use across our core internal communication channels for both students and staff.

It is an especially exciting time to join the Internal Communications team as we look to engage students and staff and build stronger connections with students to support student-led engagement campaigns and projects.

The position is open to any undergraduate or postgraduate student. The ideal candidate will have experience in video editing software, such as Adobe Premier Pro; will be able to generate ideas for videos that will engage our student and staff audiences; be an excellent communicator, and have keen interest in internal communication and engagement.

Under supervision, the main responsibilities of this post are to:

- Assist with the sourcing, development and delivery of video projects
- Create engaging video content for use across our channels, such as the student and staff intranets and social media
- Create, edit and script videos to a deadline
- Monitor and flag trending video topics and styles for the Internal Communications team, which will inform our work across platforms.

Salary: £9.85 per hour (1 working day per week – 7 hours per day)

For an informal discussion about the post, please contact intranet@royalholloway.ac.uk.

- You can view the job description [here](#)
- You can view the person specification [here](#).

How to apply

Email a copy of your CV with a covering letter to intranet@royalholloway.ac.uk.

In your covering letter, you should refer to the points in the Person Specification, showing how you have the relevant skills and experience for the role, using examples to back this up wherever possible.

Information and advice on writing CVs and cover letters can be found in the Careers and Employability section of Moodle.

The College is unable to obtain permission to work in the UK for this post. Therefore all applicants must be able to demonstrate their right to work in the UK if they wish to apply.

Closing Date: **Midnight, Wednesday 22 May 2019**

Interview Date: **Friday 31 May**

The College is committed to equality and diversity, and encourages applications from all sections of the community.

