



Publicity Intern **Job Description**

The UK International Jewish Film Festival (UKIJFF) is the UK's leading Jewish film event and Europe's largest Jewish film festival. It introduces the finest new British and international films with Jewish or Israeli themes to an expanding London and UK-wide audience. This year, the Festival will be held across venues in the UK from 9 – 26 November.

UKIJFF's annual Awards celebrate film with categories for Best Film, Best Debut Feature and Audience Choice Award.

We are looking for an intern who is interested in learning all aspects of the public relations field. The intern will be involved in all PR related activities. It's essential that applicants to this position have excellent communication skills, demonstrate creativity, and understand the importance of attending to even the smallest details.

Responsibilities

- ✎ Monitor all forms of media
- ✎ Support on scheduling and coordinating speaking engagements, appearances, photo shoots, and other special events
- ✎ Gather information for press releases and other materials
- ✎ Screen phone calls
- ✎ Create interview preparation materials
- ✎ Compile contact lists
- ✎ Search for press clippings
- ✎ Create or update databases
- ✎ Greet guests and clients
- ✎ Fully support Festival's PR strategy and execute it in different phases
- ✎ Create and curate engaging content
- ✎ Effectively utilise company's social media and blogs
- ✎ Assist in administrative duties
- ✎ Coordinate arrangements for tickets for journalists and media representatives at selected events
- ✎ Provide a daily press update in the Festival period ensuring all coverage is collated and shared on a daily basis

Requirements

- ✎ Strong desire to learn along with professional drive
- ✎ Excellent verbal and written communication skills
- ✎ Efficiency at MS Office
- ✎ Passion for the PR industry and its best practices
- ✎ Excellent team working and collaborative skills

To apply, please send a cover letter and CV to info@ukjewishfilm.org by 5pm 22nd August 2017

This is an unpaid internship. UKJF will cover lunch and travel expenses (within London). This internship will run from September 2017 until the end of November 2017.