

**Job Title:** Online Media Intern

**Reporting to:** Online Marketing Manager

**Responsible to:** Online Marketing Manager

**Location:** Frontier Office, London, UK

## WHO ARE WE?

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Frontier is a young, fun, energetic conservation and exploration organisation that organises gap year, adventure travel and volunteering expeditions. We offer placements on more than 300 projects worldwide, and have offices in London, California and Australia.

## GENERAL OUTLINE OF THE ROLE

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This internship role will involve working with the head of marketing, the online content manager and other marketing and journalism interns to manage the company's web presence, visual media, press content and social media presence. These channels include:

- Websites including [frontiergap.com](http://frontiergap.com)
- Blog ([gapyearblog.org.uk](http://gapyearblog.org.uk))
- Facebook ([facebook.com/frontierofficial](https://facebook.com/frontierofficial))
- Twitter ([twitter.com/FrontierGap](https://twitter.com/FrontierGap))
- YouTube ([youtube.com/FrontierGapYearTV](https://youtube.com/FrontierGapYearTV))

## MAIN DUTIES & RESPONSIBILITIES

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This role will suit someone with a mixture of some or all of the skills and expertise below:

- Experience of translation
- Basic web design, e.g. DreamWeaver
- Document design, e.g. InDesign
- Video production, e.g. Premiere, MovieMaker
- Graphic editing, e.g. Photoshop, Fireworks
- Social media
- Online or offline article creation
- Blogging

## TERMS & CONDITIONS

**Contract Duration:** 3-6 months

**Accommodation:** N/A

**Travel:** Zone 1-6 London Travelcard, or equivalent value

**Insurance & Admin:** N/A

**Subsistence:** N/A

**Training:** N/A

This is an unpaid internship. However, you will get lots of experience of working in a diverse marketing and PR environment, as well as working for a conservation-focussed, not-for-profit NGO. If your placement goes well, you will get a great reference from a respected, market-leading company. You will also get a zone 1-6 travel card (paid in lieu) and, depending on the length of your internship, can earn a free or discounted placement on one of our overseas projects.

## JOB SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	- Practical knowledge of video, design and media software	- Any formal qualification in design or media
<b>Education/Knowledge:</b>		
<b>Experience:</b>	- Video production - Graphics software - Design software - Media project collaboration	- Blogging - Social Media - Online Journalism
<b>Skills:</b>	- Adobe Premiere or other - Photoshop / Fireworks - Video storyboarding	- Facebook / Twitter / Pinterest - InDesign -
<b>Personal Attributes:</b>	- An eye for design - Good time management - Attention to detail - Good level of written English	- Desire to work in the charity/non-profit or environmental sector

