

Communications and Event Internship

Open City is seeking a Communications and Event intern to assist the Sustainability Manager in the production of the Green Sky Thinking Week 2017 events programme.

Open City's Green Sky Thinking Week is London's leading platform for thought-leadership. For one week we learn what equitability means in practice and how a sustainable London could be designed, built, financed and managed. Our programme gathers together over 2,000 built environment and property professionals who share their knowledge and experience through lectures, presentations and site visits.

Benefits of Internship:

The internship is a unique opportunity to experience a programme from beginning to end, including development, production and evaluation. The internship will cover a range of areas including programme coordination, communication, PR & marketing. It offers a great opportunity to work with key built environment professionals at all levels working across a variety of organisations. You will have the chance to learn about sustainable projects in London, while developing skills in event coordination, website management, editorial work and professional networking.

At the start of the internship, we will help you identify skill-gaps, which we will aim to cover during the internship. During the internship period you will be given support to update your CV, making you more attractive to potential employers at the end of the internship.

You will be invited to all Open City events, which are great opportunities to meet and engage with our extensive network of education, design and built-environment professionals. You will also be invited to represent Open City at various networking events at high-profile museums, galleries, exhibitions and associations.

Internship Description:

Communication:

Coordination of 60 leading organisations participating in Green Sky Thinking week
Communication with event participants and attendees including logistics
Site visits
Attending programme events

Event Coordination:

Creative project work - supporting event development and production
Drafting programme outlines, schedules and reports
Manage administration and booking of the events
Manage Open City's participation at Ecobuild 2017

Marketing/Press/PR:

Support and execute marketing and PR campaign
Manage programme's social media campaign
Updating the Green Sky Thinking website (training in web design provided)

Person specification

Some experience of organising events/teams/projects
Ability to work to deadlines
Tactful and diplomatic manner and an ability to liaise effectively and productively with staff and clients at all levels
Proactive, independent and self-motivated
Excellent research and writing skills
Meticulous attention to detail
Highly flexible and adaptable
A genuine interest in sustainability

Timings and practical details

We are seeking one intern for 3 days per week, initially over a 3-month period. The internship will start in February 2017.

The internship is unpaid but travel & lunch expenses will be refunded. Internships are based in our office at 18 Ensign Street, E1 8JD (near Tower Hill).

How to Apply

If you are interested please send a covering letter outlining briefly why you would like to intern at Open City (1 page maximum) and your CV (2 page maximum) to Freya Healey at recruitment@open-city.org.uk by Friday 3rd February.