

MARKETING AND EVENT MANAGEMENT - INTERNSHIP

We are IHM, a multi-platform media company with big ambitions and the talent to bring them to life. Together, we connect hospitality leaders through high-quality on and offline content to do business. We're the name behind Boutique Hotel News, Serviced Apartment News, Urban Living News and Short Term Rentalz.

We are on the hunt for an enthusiastic graduate to join the IHM Team. Our Intern 'hospitality stars' are a vital part of the IHM team. An internship with us is win-win. You get real, hands-on work experience that will directly compliment your degree and what's to come in the future.

IHM is growing quickly, so every intern is given training and encouraged to quickly contribute within the real business activity. You're given significant responsibility, and your efforts have a direct impact on the success of the team and the wider business.

Exposure to business is substantial at IHM. It happens right there in front of you and it happens fast. You interact daily with managers and executive members. The learning curve is steep, and it takes an ambition and brave young individual to succeed - are you ready?

Responsibilities include:

- Supporting the events team with logistical and administrative support
- Assisting with creative decisions
- Maintaining the 4 media websites in the backend
- Supporting marketing with hosting webinars
- Duties on-site at certain events including registration, guest list management, set-up, breakdown and general event support on the ground.
- Social media management
- Sending communications to speakers, exhibitors and sponsors pre-event
- Working on multiple events at one time
- Brainstorming and researching new "lab" ideas for each event, increasing creativity and an all round better event year on year
- Anticipating and planning for different scenarios

Essential requirements:

- Educated to degree level; of relevance
- Confident communication and computer skills
- A pro-active and can-do attitude in a fast paced environment
- Highly motivated and driven person
- Great team player

Please note: the successful candidate will be expected to work from home with full support and have access to a London office (Russell Square) on Tuesday's. There is also the potential for some overseas travel.

To apply, please email your CV and Cover Letter in the first instance to:
joanne@internationalhospitality.media.

No agencies please.