

Paid Events Internship

St Andrew Holborn Trading Limited

St Andrew Holborn Trading Limited is the events arm of St Andrew Holborn Church. We hold a range of events in our 9 spaces on site including meetings, private dining, corporate parties, and concerts.

We are looking for an Events intern to join us for 6 weeks, starting Friday 16th February 2018. The role involves, but is not limited to:

- Assisting the Events Manager with coordinating events (liaising with caterers, clients and event suppliers)
- Daily admin tasks such as inbox management and invoicing
- Running our social media channels
- Various marketing tasks to promote the venue
- Setting out teas and coffees for meetings

The ideal candidate:

- Enthusiasm for working in Events or Marketing
- Relevant experience is desired but not a necessity
- Strong computer literacy (Excel and Outlook in particular)
- Excellent organisational skills
- Respect for the values of the Church of England
- Attention to detail

Please send your covering letter (max 200 words) and CV to
GraceA@standrewholborn.org.uk