

POSITION: PR Internship

RESPONSIBLE TO: PR & Marketing Manager

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## MAIN AREAS OF RESPONSIBILITIES:

### EDITORIAL

- Checking editorial coverage
- Scanning images for Email to Escada SE
- Update magazine comparison chart for Escada SE each month of coverage

### PRESS COVERAGE

- Escada credits to be cut, scanned and filed in appropriate portfolio

### SAMPLE SEND OUTS

- Arrange samples in and out to relevant press/magazine
- Complete delivery notes and chase returns when instructed

### LOOK BOOKS

- Mailing to Press contacts
- Advising PR Contacts of Press website to register

### ADVERTISING/CHARITY/EVENT

- Assisting with preparation and coordination of relevant contacts as and when instructed
- Assist in PowerPoint presentations following PR events
- Checking Advertising coverage of events

### GENERAL

- Send items to Dry Cleaners and chase accordingly
- Coordinating Local and International couriers for sample deliveries
- Various administrative duties as and when required

**Interested? Send a copy of your CV and brief cover note letting us know why you'd like to join the GIFTED team and why you should be considered by the Escada internship: [campus@elevationnetworks.org](mailto:campus@elevationnetworks.org)**