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## CLIENT SERVICES INTERN MELBOURNE

### **Are You A Gun Of An Intern With Big Ambitions?**

This role is for the digital media ninjas among us! If you are looking for an opportunity to learn in a fast-paced digital media environment that is creative, inspiring and results driven, then this could be the internship for you...

As a digital start up, The Urban List offers an extremely fast-paced, nimble environment in which to hone your skills.

The Urban List are lovers of food, drink, travel, culture, GIFs, and above all, our cities. Over the last 5 years we've built one of Australia's fastest growing lifestyle platforms and influential content marketing channels — we have a loyal and rapidly growing readership (2.6 million+ visitors/month) — and are increasingly attracting the attention of some of the world's most prestigious lifestyle brands.

We are driven by creativity, innovation, and doing things that no one else has done before, creating daily content that guides and optimises the lifestyles of our readers.

The Urban List Account Management Intern is a vibrant and diverse role, working with the Digital Account Manager to support them provide exceptional customer services to our portfolio of brand and agency clients.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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- Work closely with the Client Services Manager to deliver market leading custom service to our portfolio of high-end consumer brands and agencies.
- Monitoring delivery of multi-faceted ad campaigns to ensure successful execution — providing weekly reporting to our clients.
- Sending weekly wrap reports, including screenshots and final delivery, to the agency and/or client after each campaign.
- Use DoubleClick DFP to traffic all display advertising campaigns ensuring that all campaigns deliver in full and on time.
- Update and track multiple inventory spreadsheets for sold/unsold inventory.
- Provide the sales team with a weekly analysis of industry and client news.

## KEY REQUIREMENTS

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- Current Marketing, Communications or Digital Media student (or recent graduate) looking for experience at a digital media platform.
- Attention to detail and a desire to deliver work of the highest calibre a must.
- Excellent interpersonal, written and verbal communication skills.
- Enthusiastic demeanour, actively engaged in generating and executing ideas.
- Strong organisational skills and time management.
- Actively engaged with local happenings and activities.
- Proactive, enthusiastic learner, dedicated to building skills and expertise in digital media sales to brands and agencies.

## QUALIFICATIONS

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Complete (or 2<sup>nd</sup> year and above) tertiary qualifications in Marketing and/or Communications

## TERMS OF EMPLOYMENT

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1 - 2 days per week (flexible with days and frequency) for a 3-month period with the option to extend

## APPLICATION PROCESS

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### Melbourne Applications:

Please send the following to [sdonovan@theurbanlist.com](mailto:sdonovan@theurbanlist.com)

- A cover letter
- Your resume
- 2 x examples of entertaining content marketing and / or social media campaigns that you've experienced over the past year