



JOB DESCRIPTION

Title:	Social Media Intern
Accountable To:	Managing Director
Salary:	Travel Expenses Only – this is an un-paid role with travel expenses paid and additional benefits given throughout the role.

About Us

Birthered in 2014, Infinite Mas is a fully functioning mas band that takes part in the annual Notting Hill Carnival celebrations. Our mission is to create an immeasurable carnival experience to all masquerades and to promote and support cultural diversity all year round.

Job Summary

As the social media intern you will oversee the social media accounts for the company taking into consideration brand guidelines and the overall brand voice.

Main Duties and Responsibilities:

- Collaborate in creating the social media calendar with the Infinite Mas team
- Manage content systems, ensuring contents are in correct folders, formats and dimensions
- Create engaging content for social media platforms
- Reply to comments and messages; including flagging important communication to the management team when necessary
- Post / schedule content for social media platforms
- Produce monthly social media reports

Required skills and attributes:

- Knowledge of content creation programmes such as Photoshop and Canva
- Good attention to detail
- Good copy writing skills
- A general interest for Carnival and cultural activities
- Good communication and organisational skills

Essential Information

- Please note that this is an unpaid role for the duration of the Carnival season, which runs from October 2019 to October 2020.
- You will be expected to be available for a monthly team meeting in person, where your travel expenses will be compensated
- If asked to attend any additional events, your travel expenses will be compensated along with meals provided
- Infinite Mas is managed by [Desire&Aspire](#) and all requested references would be provided from them.

Please send any questions or queries to info@infinitemas.com – Good Luck!