

Job Title: Marketing Intern  
Department: UK Construction Week and 100% Optical  
Report to: Senior Marketing Manager

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## About Us

Established in 2003, Media 10 is the most awarded media and events company in the UK and have a growing portfolio of 30 live events covering design, interiors, lifestyle and construction. As well as Media 10 being specialists in the events sector, the company's creative flare produces well established publications and owns a series of award winning magazines and websites.

We not only enjoy what we do, we love it! We are passionate about delivering the very best results in everything we do and expect our team members to have the same passion.

## The Brands

**UK Construction Week:** UK Construction Week is the UK's largest construction trade event. Taking place at the Birmingham NEC from 9-11 October 2018 the event unites over 650 exhibitors with an audience of **over 30,000 trade visitors**. Multi award-winning UK Construction Week (UKCW) is FREE to attend for trade visitors and consists of nine shows: Timber Expo, Build Show, Civils Expo, Plant & Machinery Live, Energy, Building Tech Live, Surface & Materials Show and HVAC running from 9-11 October and Grand Designs Live which is open to the trade on 10-11 October.

**100% Optical:** 100% Optical is the largest optical event in the UK, bringing together 8,936 professionals to learn, network and discover the latest products, technologies and solutions on an international stage. The fifth anniversary show delivered even more international brands across Eyewear, Equipment, Lenses, Business Services and Audiology. The scope and quality of brands and buyers is only expected to grow for the 2019 show.

## The Candidate

We are looking for a Marketing Intern to join the trade marketing team, to help to deliver the marketing campaigns for **UK Construction Week** for the next 4 months. We need someone who is confident, ambitious, a good communicator, has got good telephone manner and has the ability to manage multiple projects and deliver them on time. The ideal candidate will be personable, hard-working, efficient and organised, and have a great sense of humour!

## The Role

- Arranging regular website updates
- Scheduling social media posts
- Updating exhibitor web profiles and show guide entries
- Keeping up to date and organised with event listings
- Resizing images and general admin work

## What you are good at

- Planning and organising
- Communicating at all levels
- Relationship builder
- Reliable and loyal
- Strategic thinker

## What we will do for you

- Make you feel like part of a family
- Know your name – you're not just a number here
- Encourage you to develop your skills, strengths and career
- Recognise your contribution and hard work
- You will get to work on the best brands in the industry
- Make sure you're never bored
- Love our company parties
- Make sure you have fun – because we do have fun