



Internship Job Description

WickerWood is looking for a hard working individual to provide a supporting role in a fast-paced agency environment. Candidates must have an interest in the communications industry (Marketing, PR, Social Media), and must have the ability to independently manage their allocated projects and workload while reporting into the Account Executives. Candidates must be proficient in Word, PowerPoint and Excel. As an intern you will be required to work across most clients and on various projects.

Key Roles and Responsibilities

Office Management

- Management of office including printing documents, organising couriers and product gifting across the agencies client base as and when required
- Attend internal agency meetings and prepare meeting agendas and minutes before circulating to the team
- Product stock taking and office supplies

Press and Marketing Support

- Assisting with client Press Office operations including daily press cuttings, analysis and presentations and reporting
- Assistance in compilation of media lists and press release drafts
- Influencer gifting management

Events

- Supporting on all event production elements, including management of deliveries
- Attend client events and provide assistance on-site if required

Database Management

- Management of company databases and client CRM systems for various clients as required

Research

- Management of key online and offline research projects and presentations for various clients as required

About WickerWood

WickerWood is an integrated agency specialising in brand influence. Through superior insight of the luxury arena, WickerWood generates engaging campaigns, positioning brands to elevate awareness amongst the most elite of circles and networks. Events, public relations, marketing and membership acquisition by experience, WickerWood has a 360° understanding of the premium and luxury landscape with unique access into the mind-set of the UHNWI audience. Focusing on influencer infiltration, synergistic brand partnerships, tailored databases and intimate brand owned experiential marketing, we work with you to maximise awareness, establish brand positioning, launch strategy and cement luxury credentials whilst connecting you to targeted and influential individuals.

Specialties

Brand Influence, Influencer Marketing, Brand Partnerships, Luxury brand Consultancy, VIP Events, Content Curation, Event Production, Social Media, Trend Forecasting, Ladies of Influence, PR, Social and Dairy Press, Guestlist, Luxury Marketing, Brand Positioning, Strategy and Sponsorship

Clients & Projects

Casamigos Tequila, Rémy Martin, The Ivy Collection, LOUIS XIII, VERO, Seedlip, Imperiali, IWC, L.K Bennett, Aston Martin, OMEGA, D'Amico, Massimo at The Corinthia, Glossy Box, Six Senses, Casa di Stefano, Café Royal, Whole World Water, Skiing With Heroes, South Kensington Club, Puro