



ASTON MARTIN
External Job Advert
Internship - Communications Assistant

Department: Marketing Communications
Reports to: Communications Manager
Based at: Aston Martin Headquarters, Gaydon, UK

Job Purpose:

The role is a 12 month intern placement, providing a Public Relations opportunity and insight for an undergraduate, working towards a Communications, Marketing or Business-related Qualification. The role is designed to support the Aston Martin Marketing Communications function, coordinating media activity and providing administrative and external facing support.

The post holder will undertake other duties as may be required to achieve the Company's objectives, commensurate with the grading of the post.

Key Responsibilities & Tasks:

- Support customer events activity including working closely with suppliers, contacting customers, preparing documentation and providing general administration and event support.
- Manage Aston Martin media website, ensuring accurate, consistent messaging that accommodates global media
- Media monitoring preparation of global coverage reports
- Assist in press fleet administration (specific responsibility for specification sheets) and liaison with suppliers and motoring media
- Assist colleagues as required, including event based work (UK & European)
- Manage photographic resource; ensuring that both image/film library is up to date and organise photoshoots as required
- Research and write press releases and other corporate briefing documents
- Accommodate ad-hoc requests of media and key Aston Martin stakeholders to assist in the promotion and upkeep of Aston Martin's reputation and image

Qualifications & Experience:

- Working towards a degree or equivalent in Communications, Marketing or Business.
- Some basic work experience is desirable
- Some experience of Marketing and Commercial Business, either theoretical (as part of their study) or work experience is desirable
- Highly competent in Word and Powerpoint.
- Video editing, graphic design skills desirable.
- Knowledge of Excel advantageous
- Attention to detail is essential, with a critical eye for pristine presentation, spelling and grammar
- Full driving licence essential to drive support vehicles.

To apply:

Applicants should submit a CV and covering letter to careers@astonmartin.com.