



MADE  
IN  
SITU

TRAVESSA DO ROSÁRIO, 16  
1250-197 LISBON  
T +351 918 844 380  
CONTACT@MADEINSITU.COM

**Company:** Made In Situ

**Area of internship:** Communication & Design

**Description of the internship:**

The intern will be a great support to the creative and communication manager. Helping in planning media campaigns, communicating on different platforms, and planning social media posts, stories, carousel, videos as well as keeping up with the current trends. The individual will have to keep in line with our brand guidelines and strategy. The role also includes assisting in newsletter planning as well as MailChimp managing. Creative writing in English is a plus but not mandatory.

**Bullet points of objectives:**

- managing day-to-day posting, copywriting and scheduling across Made In Situ feeds
- Assisting in the day to day Instagram planning.
- interacting with comments in a measured fashion, reflecting MIS's tone of voice
- monitoring, researching and advising on new or existing social media platforms and tools
- tracking and interpreting data analytics, to help develop a future social strategy
- working as part of the wider communications team to ensure a consistent and considered approach to all campaigns and output
- helping the 'unaware' discover MIS, and continue to grow audience numbers
- an experienced social-media native, with a good eye for design and detail
- an aptitude for strategic planning and growing communities across platforms
- a passion for storytelling and the ability to tailor content to different audiences
- experience with data collection and analysis software
- Adobe Photoshop and Illustrator abilities: retouch/crop imagery to a high standard
- a collaborative nature, with the ability to take, and act upon direction



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**Skill set (languages, programs, softwar, experience, softskills, etc.):**

Experience and knowledge of current social media functions.

Adobe Photoshop, Lightroom is a plus.

Good spoken and written English, French is a plus but not mandatory

**Is this home office?** No

**Profil:** A collaborative nature, with the ability to take, and act upon direction.

**Time table** 9.30 – 18.30 with 1h for lunch

**Duration of internship :** Up to 9 months

**Starting date:** November

**Will be eligible too recieve :** Subsídio de alimentação

**MUST BE ELEGIBLE FOR A IEFP internship in the field of communication.**

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**TO APPLY PLEASE EMAIL:**

**[CONTACT@MADEINSITU.COM](mailto:CONTACT@MADEINSITU.COM) with CV, Short motivation letter in English and portfolio if applicable.**