



British Office
英國在台辦事處

Internship Opportunity 2020

The British Office in Taipei is part of a worldwide network of 230 UK Government offices, aiming to maintain and develop relations between the UK and Taiwan. There is an internship opportunity in **Communications and Marketing Section** for those students who wish to broaden skills and experience in the real-world environment.

The Communications and Marketing Section engages with all sections at the British Office to provide integrated and strategic communication and marketing through a combination of media works, innovative campaigns and digital/social media communication. You will be given the opportunity to contribute significantly towards how we raise the profile of the UK in Taiwan through social media works, events, seminars and GREAT campaigns.

Main duties and responsibilities:

- Media work support - news coverage collection and media publicity reports
- Social media work support - content research & content production
- Translation works
- Event/campaign preparation and on-site support
- Administration support – data entries and branded assets management

Minimum qualification:

- Undergraduate students or postgraduate students majoring in communications, marketing, business, international relations, international trade or English language.
- Strong IT computer skills using Microsoft Word, Excel, PowerPoint, Office, Internet and MS Project.
- Skill on Adobe Premier/video & audio editing/Photoshop is preferred.
- Excellent spoken and written English and Mandarin
- Active social media users
- Photography/filming skill is a plus.
- Enthusiastic and a self-starter. Ideally available to come in to the office at least 2 full days a week.

This internship term is at least 6 months expected to start in Feb 2020. Subsidised transportation fee of NT\$300 will be granted per working day.

How to apply:

Applicants should detail any relevant experiences, skills and tools they have that would be useful for the role set out to the job description above.

Please email us your English CV with a covering letter to info.taipei@fco.gov.uk with subject **“Communications and Marketing Section internship 2020”** and explain why you want to work with us. The deadline for this application is **30 November 2019**. Only those candidates who are successful in the initial sift of application will be contacted and invited to attend an interview. The interview will be conducted in English.