

SWITCH Job Shadowing Internship

Job Descriptions (3 Roles)

1. Partnerships Job shadows:

Job description:

We are looking for **Part-time Partnerships Job shadows** to assist the managers in delivering all aspects of the conference, masterclasses, as well as year-long engagement activities such as roundtables.

Responsibilities:

To work closely with the Partnerships Managers with the:

- Development and management of new and existing relationships with relevant market stakeholders, including industry leaders, partner organisations, vendors and the media
- Programme research and development
- Management of speakers, attendees and sponsors
- Continual assessment of regional and global market dynamics to identify opportunities for the development of conference content offerings and year-long engagement before and after SWITCH.

Qualifications:

- Strong business acumen in project planning and management
- Strong written, verbal, and collaboration skills

Perks:

- Supportive and creative work environment
- Get dedicated guidance from a SWITCH manager and gain applicable work experience and knowledge by working on live projects

2. Marketing Job shadows:

Job description:

We are looking for **Part-time Marketing Job shadows** to help in creating and executing our marketing campaigns, evaluating our marketing performance metrics, and collaborating with internal teams. This candidate will have excellent communication and collaboration skills. Copywriting and/or design skills are preferred.

Responsibilities:

- Execute the marketing and communication activities according to our marketing plan, including copywriting and design.
- Manage content and strategy across all marketing channels, including social media channels and email marketing system
- Coordinate all marketing activities to generate leads.
- Collaborate with other teams to promote offerings.
- Track performance of marketing campaigns.

Qualifications:

- Ability to multitask
- Strong verbal, written, organisational and analytical skills
- Copywriting and/or design skills
- Knowledge of social media channels (Facebook, LinkedIn, Instagram, Twitter) and other social media best practices

Perks:

- Supportive and creative work environment
- Get dedicated guidance from a SWITCH manager and gain applicable work experience and knowledge by working on live projects

3. Event Management Job shadows:

Job description:

We're looking for **Part-time Event Management Job shadows** to help with the pre, during and post production of videos, including the planning process of the production of SWITCH and its series of year-long events across different hybrid formats.

Responsibilities:

- Assist the production managers in developing videos and ads for streaming on the platform.
- Manage the event operations plan and liaise with relevant stakeholders and other team members to ensure successful project execution.
- Ensuring video content produced adheres to guidelines and standards to share on platform and social media channels, including vetting content and copy before actual release to the public.
- Ensuring all components of the production run smoothly, including handling of speakers, sound, lighting, camera, editing and post-production.
- Own and oversee on-ground setup, operations and tasks during the event days.
- Perform other duties as requested by managers to ensure all necessary tasks are performed in a proficient manner.

Qualifications:

- Ability to work well with others in a deadline-driven team environment
- Strong verbal, written, and organizational skills
- Passion for events and communication with an accurate eye for details
- Possess a strong interest in executing the on-ground operations for various live events (physical and hybrid)
- Photography, video filming and editing skills are a bonus

Perks:

- Supportive and creative work environment
- Get dedicated guidance from a SWITCH manager and gain applicable work experience and knowledge by working on live projects