

March 2010

Internship - Client Services

1. About the position

Catch Digital is a team of inspirational creative, technical and strategic types based in Central London. We are looking a highly motivated grad intern who wants to work in a collaborative and creative environment, for a 3 month period (negotiable).

As an intern in the Client Services team you will support our Producer, Digital Director and Creative Director in all areas of the client relationship. This demands that you be fully hands-on with exceptional organisational and communication skills.

You'll increase your knowledge of the techie development side of things and also learn further from the team how to take on a project from a birthing meeting with the client through wire-framing and technical specifications then onto design and build and beyond, on-time!

You'll have the following::

- **Excellent communication skills**, both via phone and in person
- An **appreciation of web technologies**, both front-end and back-end
- Keen interest and knowledge of **web 2.0 trends**
- An **eye for design** and typographical detail
- Ability to accurately **proof read copy**
- **Patience!** (and **diplomacy**) when chasing outstanding client information and addressing perceived issues
- **Knowledge of digital terms and timescales**
- The ability to **prioritise activities** and **maintain project schedules**
- Ability to brief the design/development team, both **verbally** and in **writing**
- Appropriate **social/networking skills**
- **Production and update of reports** for both internal and external use

Your background will be:

- Degree in Marketing / Communications
- You get bonus points for previous internship experience

If this position sounds like something you think is right up your street then please send your CV and covering letter to jobs@catchdigital.com.

2. Who are Catch?

Catch Digital Ltd. is a digital creative agency based in Central London. The company was incorporated in December 2006 and currently has a fulltime staff of 10.

Our objectives are to work in conjunction with our clients to help develop their visions into reality, building commercially successful online business strategies, delivering measurable return on investment and enhancing their brand.

Our clients come from all over the UK from all sectors from brands you've heard of, to established corporate and government agencies, new businesses and SMEs.

Our client list is growing constantly. Some of our key clients include Haymarket, Quintain Estates and Development, Orange, JLA and Prime Focus.

View our showreel here: <http://blog.catchdigital.com/posts/our-showreel-20092010>