

Intern

General information

Company Background

Cognitive is a small, independent visual information mapping and animation company creating animated films for global clients from the private, public, charity and community sectors. Our studio is based five minutes from the sea in Folkestone, Kent.

Further details and examples of our work can be found on our website www.wearecognitive.com and on our YouTube channel [TheCognitiveMedia](#).

Overview of Role

Our Business and Creative teams work together to deliver high quality animations and illustrations to clients from around the world.

Interns support the teams and the company's Director by taking care of essential tasks which ensure the smooth running of the studio and enable colleagues to focus on their own tasks.

Summary of Terms

Contract: Part-time, employed, fixed term for three months.

Hours: 20 hours per week between 09:00 and 17:00 Monday to Friday. Start and finish times depending on business needs.

Salary: National Minimum Wage applicable for the role holder's age

Holidays: Six days plus Bank and Public Holidays

Location: Folkestone studio.

Intern

Job Description

Reporting To: Business Manager

The role holder will be expected to carry out a wide range of support tasks including:

- keeping the working environment tidy
- maintaining stock levels such as tea, coffee, milk, fruit and other consumables
- setting up rooms for meetings
- greeting visitors
- clearing rooms after meetings
- washing up crockery and cutlery
- making tea and coffee for colleagues and visitors
- distributing post
- running errands in the local area

and other tasks as required to support the smooth running of the company.

Signals of Success

- A. The Business Manager is happy with the Intern's performance of their duties.
- B. Colleagues are supported in their day to day roles.
- C. The Intern understands what is expected of him/her.

Intern Person Specification

	Essential	Desirable
Experience and knowledge		
• Good communication and interpersonal skills	X	
• Working as part of a team	X	
Skills		
• Able to carry out instructions with the minimum of supervision	X	
• A positive approach to supporting professional colleagues	X	
• Familiarity with email, Word and Excel	X	
• Understanding of the importance of maintaining confidentiality		X
Personal qualities		
• Enjoys playing an important role in a busy company	X	
• Willing to take on a wide range of tasks	X	