



Le Régent International School is recruiting from January 2021:

DIGITAL COMMUNICATIONS INTERN / STAGIAIRE

We are seeking to recruit a social media-orientated content creator as an Assistant/Trainee (or stagiaire) to manage Le Régent International School's online social channels from January 2021.

General details

The Digital Communications Intern will be primarily responsible for shaping Le Régent's online communications for its prospective, current and former students and their families. The post would suit a university student looking for an industry placement during their studies, or a recent graduate seeking to gain experience and develop their portfolio in content creation. A passion for working with children, brand communications, supporting the development of others and an excellent understanding of education and digital communications are essential.

Overview of duties

A typical working week will be 40 hours, established between the stagiaire and management. This is an extremely varied role, which will include coordinating, directing, producing, editing and posting content, and the stagiaire may be called to work during the evenings and at weekends as part of the life of a busy boarding and day school.

The Stagiaire's role

This may include any of the following, and the scope of duties will depend on the person's skills, abilities and interests, as well as evolving school needs:

- To produce content for Le Régent's social channels on the prospective families' (corporate) and current families' social channels – Facebook, Instagram, YouTube and Twitter. You should be familiar with Adobe Photoshop, Premiere and Apple Final Cut; knowledge of Illustrator and After Effects is a plus.
- To schedule, post and community manage the aforementioned channels, passing relevant inquiries onto management.
- To coordinate content production with the LRISAA (Le Régent International School Alumni Association) according to their own content needs.
- To offer creative content suggestions to evolve the communications with the growth of the school.
- To work under the coaching of Le Régent and Le Rosey's marketing and communications team to successfully implement and develop the digital communications strategy for Le Régent.

LE RÉGENT INTERNATIONAL SCHOOL

Rue du Zier 4 | Crans-Montana | Switzerland | +41 (0) 27 480 32 01
info@regentschool.ch | www.regentschool.ch



The person appointed may also be asked or invited on an occasional basis to:

- Help with outdoor and indoor weekend activities (primarily to capture media).
- Participate in short and long expeditions, sometimes at the weekend.
- Assist with Le Régent's event-planning team.
- Assist with Régent Camps' own digital marketing channels. Your contribution may evolve in preparation towards summer.

The Stagiaire's profile

This is an extremely varied role which offers the opportunity for an enthusiastic content creator to creatively communicate Le Régent International School to its audiences.

You will be:

- A student looking for an industry placement or recently graduated in the field of communications, media production or any other relevant degree with appropriate experience. You must have an interest in social media, photography and videography and be at ease with multiple platforms.
- Fluent in English and with a professional proficiency in French.
- At ease with Adobe Suite, primarily Photoshop and Premiere. Illustrator, After Effects and occasionally InDesign may be called upon.
- A creative individual who can readily get involved in the life of Le Régent and its surroundings.
- Familiar with outdoor sports and eager to participate in Le Régent's varied outdoor program – skiing, hiking, expeditions etc.
- An independent learner and team player, happy to work alone but alongside the wider relevant teams at Le Régent and Le Rosey.

Le Régent will provide:

1. A monthly allowance of CHF 1,200.-.
2. Air travel to and from Le Régent from the airport at the stagiaire's place of origin at the beginning and end of the contract.
3. Board (three meals a day), lodging (in a Régent boarding house), use of Le Régent's sports facilities.
4. Health and accident insurance.
5. Right to school holidays as defined by the school calendar.

Le Régent will also offer the Stagiaire:

1. Mentoring and guidance by Le Rosey's communication department.
2. The right to refer to a director for help and guidance as required.
3. The right to the time necessary for study as part of his or her educational programme if this is still ongoing.
4. An appraisal of his or her work by the appropriate academic heads both in the course of and at the end of the internship.
5. An end of internship report signed by the Headmaster.

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Length of contract and relevant conditions

This contract begins in January 2021 at the beginning of the Régent term and finishes on 30th June 2021. There will be a one-week trial period; thereafter, it can be terminated by either party with four weeks' notice. (This contract depends on obtaining a Swiss work permit, the administrative procedure for which will be supported by Le Régent.)

Application procedures

Candidates can contact the school directly at job@regentschool.ch. They must include: a cover letter, a CV or résumé, and the names of three referees (for full details refer to regentschool.ch/employment).

Le Régent International School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff to share this commitment. All new employees are required to undertake a security clearance, which includes providing criminal records reports as well as a special excerpt from the Swiss criminal records for people working with children.