

Media relations assistant

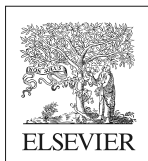
London

The Lancet is one of the world's leading medical journals, and currently publishes a weekly journal and six monthly specialty journals in the fields of oncology, infectious diseases, neurology, diabetes and endocrinology, respiratory medicine, and global health. The journals operate a busy media relations programme, and we are now looking to recruit a media relations assistant to assist with the day-to-day running of our media relations activities in an exciting period of expansion. The successful applicant will work with the media relations manager to implement and plan a proactive media relations programme, including contributing to and distributing press releases, and assisting with all other aspects of *The Lancet* journals' media relations activities, including press conferences, major publication launches, and dealing with enquiries from media, authors, and other stakeholders. Working with editorial colleagues and authors/academic institutions, you will maximise media opportunities to accurately raise awareness of key developments in medical science globally.

A science graduate with ideally some experience in a scientific media communications role, you will have a keen interest and sound knowledge of topical developments in medical science, outstanding all-round communication skills, and an unflappable and organised approach to your work.

The post will be based in our offices in Camden, London. Key tasks and responsibilities include:

- Assisting the media relations manager in implementing a proactive media relations programme, including assisting with press conferences and other media outreach activities; contributing to and issuing press releases; and other media relations activities as required
- Responding in a timely fashion to a wide range of phone and email queries from journalists, authors and institutional press officers
- Maintaining *The Lancet* journals' media contacts database and keeping registrant records up to date
- Maintaining the day-to-day running of the press office in the absence of the media relations manager
- Keeping the journal Editor and other key *Lancet*/Elsevier staff informed about relevant media coverage and trends in the health/science media environment
- Assisting in the development and implementation of *The Lancet* journals' media strategy as we move into a period of expansion
- Sharing on-call duties and occasionally being available for out-of-hours work



To find out more about this position, please contact Daisy Barton, Media Relations Manager, *The Lancet* journals on +44 (0) 207 424 4949 or daisy.barton@lancet.com

To apply, send your CV and a covering letter, along with your current salary details and why you feel you are suitable for this job, to Pamela Das, Senior Executive Editor, *The Lancet*: pamela.das@lancet.com

The closing date is April 17, 2014