



JD: Marketing Intern – Event Marketing

Role	Marketing Intern – Event Marketing
Location	HSR Layout, Bangalore
Duration	6 Months
Type	Paid In-Office

About Digii

Digii works with higher education institutions across India to enable meaningful digital transformation.

Its core product, **Digiicampus**, is Digii's unified platform that brings together admissions, fees, academics, examinations, placements, alumni, and governance into one intelligent system. The platform is built to help institutions run smoother operations, improve academic outcomes, and deliver better experiences for every stakeholder across the institution.

Today, Digii works with 200+ leading institutions across India, supporting 500,000+ users across diverse academic and governance models. Its partners include institutions such as IIT Madras, IIM Bangalore Digital Learning Foundation, IIM Mumbai, NLSIU, BITS Pilani Digital, Manipal Academy of BFSI, and VIT University.

Alongside our product and institutional work, Digii convenes leaders from across the higher education ecosystem to create spaces for thoughtful, no-sales, peer-led conversations at Digii100.

Digii100 is our annual, invite-only national summit that brings together institutional leaders, technology partners, and ecosystem builders from across the country.

Digii100x is an extension of this effort—our monthly, city-based chapter gatherings. These are sharper regional dialogues, designed to move conversations from vision to institutional reality through consistent community engagement.

What we communicate—and how we communicate it—directly shapes the quality, credibility, and continuity of this community.

What Your Day-to-Day Will Look Like

Before the event

- Working with internal teams to confirm attendees, speakers, and participants, and maintaining accurate attendee data
- Creating and maintaining the event agenda, and ensuring it is communicated clearly and updated as required
- Writing and structuring event communications—announcement emails, invitations, reminders, and follow-ups
- Helping frame a clear narrative for each gathering—what it stands for and why it matters
- Maintaining a clean, organised repository of all marketing assets used.

During the event

- There may be occasional requirements to be present at the event venue, but this is not the norm. In such a case, you will be responsible for:
 - Capturing key moments, ideas, and discussions in real time
 - Taking structured notes that can be turned into post-event content
 - Supporting light event-side coordination where needed

After the event

- Collecting and organising all event-related materials and communication
- Ensuring media, documentation, and updates from the event are properly documented, clearly organised, and shared with the marketing team for further use
- Supporting post-event communication workflows as needed

What We're Looking For

- Strong clarity of thought, research instincts and editorial judgment
- High attention to detail—especially with names, facts, dates, and context
- Comfort using Canva for basic designing, and AI tools to speed up research, drafts, and synthesis—but not blindly trusting outputs
- Curiosity, speed, and a willingness to learn by doing
- A background or strong interest in journalism, communications, content, or research is a big plus



How to Apply

We'd love to hear from you! If this role resonates with you and you're eager to grow within the marketing space, we'd be thrilled to have you on board. Feel free to send your CV to shivani.d@digiiicampus.com—we look forward to hearing from you.

This role also comes with the exciting possibility of a Pre-Placement Offer (PPO), as well as opportunities to grow into other marketing roles within the team.