

Media Intern Position

DESCRIPTION:

This digital media internship is ideal for someone who is interested in furthering his or her education and experience in the world of digital marketing. This internship will provide exposure to various aspects of digital media that may include, but are not limited to: social media marketing, multimedia, search engine marketing, online research, and online community engagement and development. Learning objectives are achieved through training, observation, + “learning-by-doing” under close supervision with constructive feedback. All duties + responsibilities listed below are facilitated under close observation through a mentor-trainee relationship.

INTERNSHIP RESPONSIBILITIES:

Your internship responsibilities may include, but are not limited to:

- Taking high-definition photos and videos of rehearsals, performances, and other events, for social media sharing.
- Uploading all media to the appropriate server or Dropbox account.
- Organizing and archiving all digital images and videos.
- Organizing and archiving all press-related content, and community engagement feedback.
- Maintaining the company’s archive of digital images, videos, and other content.
- Performing research to find articles, stories, resources, and other content that is relevant to our customer base, for social media sharing.
- E-mail correspondence.
- Media-related outreach, and follow-up with brand partners.
- Graphic design-related duties i.e., creating original, customized images for social media sharing and engagement.
- Assisting with Twitter chats.
- Engaging online audience on social media, and replying to comments, questions, and messages.
- Uploading video content to YouTube and Vimeo, with proper SEO descriptions, tags, and keywords.
- Basic editing of photos and video content.
- Completing other administrative or digital media projects as assigned.

REQUIREMENTS

- Creative self-starter who is comfortable with both taking initiative and working in collaboration.
- Detail-oriented with strong written and verbal communication skills.
- Experience with Microsoft applications, basic photo-editing and video-editing software, and internet browsers. (Experience with Photoshop and Final Cut Pro a plus.)

- Familiarity with mainstream social media platforms, including but not limited to, Facebook, Twitter, and Instagram.
- Available to work 15 hours per week.

Candidates should maintain a positive attitude under pressure, have an ability to prioritize time-sensitive assignments, be creative and flexible, exhibit a strong work ethic, and enjoy working with a wide range of personalities. Most importantly, the candidate should be willing to take on multiple tasks in a fast-paced environment, and be able to complete and submit assignments

remotely. This internship will benefit someone who is interested in marketing, arts, education, media, graphic design, photography, videography, community relations, non-profit management, or audience development.

ELIGIBILITY

This is a part-time internship, and we require that you have your own computer to complete internship projects, and are able to work remotely, when not assisting with live meetings and events. While the internship is unpaid, we can provide a stipend to cover work--related activities/assignments/projects.

DETAILS

The position begins June 1st and ends September 1st. You are expected to work 15 hours a week, and can be given course credit if requested.

TO APPLY

Please send your resume and cover letter to cabdmarketing@gmail.com.