

IMPRINT PROJECTS

Is looking for a Production Intern

Part-Time or Full-Time, San Francisco

Our company develops innovative brand platforms for marketing and communications. We work as artists, designers and curators in partnership with non-profits, businesses and communities.

We are seeking a part-time Production and Marketing Intern to support the Imprint Projects team in our San Francisco office. This position offers hands-on experience with a fast-growing creative agency. Responsibilities include assisting the General Manager and Studio Manager with daily tasks, planning of events, updating budgets, as well as day-to-day operations from answering the phones to interactions with clients and vendors to – it must be said – errands. Interns will jump right into a collaborative and dynamic creative environment, with the opportunity to take part in each step of the production process.

We want you to love what you're doing, so a passion for technology, music, film, design, art, fashion, or social activism is a must.

RESPONSIBILITIES

- ▶ Assist account leads, creatives, project managers and producers with research, project planning, proposal and production of events, digital activations and video production
- ▶ Support Studio Manager in office operations and maintenance
- ▶ Manage files and file systems
- ▶ Obtain quotes and sample from vendors, including printers, rental houses and fabricators
- ▶ Maintain digital and physical archive including updating company website
- ▶ Collaborate with other interns and freelancers to develop in-house projects and events

QUALIFICATIONS

- ▶ Excellent written and verbal communication and presentation skills; precise, tactful, and articulate
- ▶ Experience managing support staff, vendors and creatives
- ▶ Very comfortable with computers, IT troubleshooting and new technology; proficient in Microsoft Word, Excel, Google Apps, InDesign, Basecamp, Harvest
- ▶ Super organized with a positive attitude!

HOW TO APPLY

- ▶ CV, cover letter and work samples should be submitted to work@imprintprojects.com
- ▶ Subject Line: Production Internship – SF