

# IMPRINT PROJECTS

## Is looking for a Marketing Intern

Full-time, New York

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

We are seeking a full-time Marketing Intern to support the Imprint Projects team in our New York office. This position offers hands on experience working closely with the President and Executive Coordinator at a fast-growing creative marketing agency. This internship includes research and assistance in project planning, proposals, and relationship management, as well as day-to-day business operations such as answering the phones, interactions with clients and vendors, administrative support, errands, and adventures. You 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, and art is a must.

## **RESPONSIBILITIES**

- ▶ Support in business development and the creative concepting process
- ▶ Assist in project and relationship management
- ▶ Research and prepare documents to communicate ideas to clients, including proposals, presentations, and reports
- ▶ Source references from the worlds of design, art, film, technology and music
- ▶ Various administrative and support tasks including note taking and file management
- ▶ Work with other interns to develop in-house projects and events

## **SKILLS & EXPERIENCE**

- ▶ Excellent written and verbal communication and presentation skills; precise, tactful, and articulate
- ▶ Proficiency in Microsoft Word, Excel, Google Apps, InDesign, Basecamp, Harvest
- ▶ Impeccable attention to detail and highly organized

## **HOW TO APPLY**

- ▶ CV, cover letter, and work samples should be submitted to [work@imprintprojects.com](mailto:work@imprintprojects.com)
- ▶ Subject Line: Marketing Internship – NY