

IMPRINT PROJECTS

Is looking for a Production 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 non-profits, businesses and communities.

We are seeking a full-time Production Intern to support the Imprint Projects team in our New York office. This position offers hands-on experience with a fast-growing creative marketing agency.

This internship includes assisting the managing partners, creative director & producers with daily tasks, planning of events, updating budgets & estimates, as well as day-to-day business operations such as answering the phones, interactions with clients and vendors, administrative support, errands & adventures. Interns will jump right into a collaborative & 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 Lead Designer, Project Manager & Lead Producer with research, project planning, proposal & production of events, digital activations & video production
- ▶ Prepare proposal documents for event concepts & media content
- ▶ File management
- ▶ Research & vendor support: obtain quotes & sample from printers, rental houses & fabricators, gather information for strategy & creative direction
- ▶ Maintain digital & physical archive including updating company website & other online platforms
- ▶ Work with other interns & freelancers to develop in-house projects & 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

HOW TO APPLY

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