

# IMPRINT PROJECTS

May 05, 2017

## Is looking for a Strategy 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.

This position offers hands-on experience with a fast-growing creative agency. Interns will jump right into a collaborative and dynamic creative environment, with the opportunity to take part in each step of the project lifecycle.

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 with copywriting, image sourcing, and research for proposals, presentations and reports
- ▶ Collect content/assets for multiple brand social media outlets
- ▶ Work with project Content Managers to prep and edit all social media client deliverables including monthly asset presentations and recaps
- ▶ Assist in daily Instagram posting and platform engagement
- ▶ Compile social media stats and analytics
- ▶ Identify potential partners, collaborators, and references across technology, music, film, design, art, and fashion

- ▶ Capture feedback notes from client and partner meetings
- ▶ Develop in-house projects & events alongside General Managers and Studio Managers
- ▶ Support Studio office operations and digital platform maintenance including the company's website and social platforms

### **QUALIFICATIONS**

- ▶ Excellent short and long-form writing
- ▶ Excellent time management skills, demonstrated ability to organize, set and implement priorities while balancing multiple tasks and meeting deadlines
- ▶ Excellent verbal communication and presentation skills; precise, tactful, and articulate
- ▶ Very comfortable with computers, IT troubleshooting and new technology
- ▶ Proficient in Microsoft Word, Excel, Google Apps, Adobe Creative Suite
- ▶ Knowledge of social media platforms including Iconosquare, Peoplemap, Supermetrics, and Instagram Insights are appreciated but not required

Imprint Projects is an equal opportunity employer. We value diversity on our teams.

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