

Thursday, December 14, 2017

PRODUCING AND PUBLICITY INTERN

Company: Tamia Santana

Location: New York , NY

Compensation: Transportation Lunch

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PRODUCING AND PUBLICITY INTERN

A NYC based boutique creative agency specializing in branding, design and communications, RRR Creative is seeking interns interested in becoming a part of our team. Account work spans the following industries: Broadway, Off-Broadway, Television, Film, Personalities, Fashion, Art and LGBQAI. Interns will have the opportunity to work on projects for Broadway and Off-Broadway shows, Fashion brands, music venues, personalities and gain exposure to partnerships, photo and video shoots, high profile events and more.

This is an ideal position for college students looking for a hands-on experience with growth potential.

RESPONSIBILITIES

Interns will assist on all aspects of publicity campaigns, including press kit preparation, press releases and mailings, and press clippings. Additional duties include administrative functions and phone coverage. Interns will also work alongside our producing team on the development of new theatrical projects and provide various levels of research and administrative support.

Interns will also have the opportunity to attend high profile events, photo shoots and interviews.

REQUIREMENTS

Pursuing an undergraduate or graduate degree

Strong interest in theater, fashion and music

A self-starter with a positive attitude and strong work ethic

Strong problem-solving and multi-tasking skills

Excellent people skills

Strong written and verbal communication skills

Highly organized and detail oriented

Proficient in Microsoft Word, Excel, Squarespace, Drop Box & Google Drive

Proficient in social media platforms, Twitter, Instagram, Pinterest & Tumblr

You must be able to dedicate 2-3 full days a week for 3-6 months

Currently reside in the NYC area

INCLUDED

Transportation

Lunch

TO APPLY

Please submit a cover letter (including your social media handles) and resume to: tamia@rrrcreative.com.

Tamia Santana
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For more information:
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[< back](#)

[previous listing](#) • [next listing](#)