

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 LGBTQAI. 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
266 West 73rd Street
New York , NY, 10023
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For more information:
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[< back](#)

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