

Tuesday, October 10, 2017

AGENCY MANAGEMENT INTERN

Company: RRR Creative
Location: New York , NY
Compensation: Upon Experience

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AGENCY MANAGEMENT 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.

RESPONSIBILITIES

RRR Creative is seeking a detail-oriented, energetic, and exceptionally organized multi-tasker to give ongoing, daily support to our executive team. Responsibilities will include calendar management, internal and external communications, schedules, and travel. Be ready to research, manage, and produce special projects and initiatives, both personal and professional. Take charge of all admin tasks, in a fast-paced, deadline-driven environment with competing priorities. Coordinate internal meetings and calls for new business and existing clients, supervising and assisting in preparation for presentations. This is an ideal position for college students looking for a hands-on experience with growth potential.

REQUIREMENTS

Pursuing an undergraduate or graduate degree
Outgoing, friendly, flexible and adaptable
Professional, poised, and positive
Excellent problem-solving skills
Exceptional organizational skills; detail-oriented
Strong time management skills; ability to juggle priorities and multiple projects
Can-do positive attitude and a roll-up-your-sleeves approach; personable and flexible with demands and changes in business
Resourceful and ready to roll, willing to work extended hours to get it all done efficiently and effectively
Proficient in Mac, Microsoft Office, and Google Exchange software programs
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.

RRR Creative
New York , NY, 10023
rrrcreative.com

For more information:
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