



Job Title: Content Marketing Intern
Supervisor: Marketing Manager

Date: 01/10/2018

Job Summary

Support VP of Sales & Marketing and Marketing Manager in the creation of digital content including photos, videos and artwork. Manage event media databases in Dropbox and SmartImage. Attend events to photograph, film and produce content. Execute photo and video editing to transform raw content into publishable content across all marketing channels.

Duties and Responsibilities

- Support execution of media plan by aggregating, editing and creating digital content to be used across marketing channels
- Manage media database of photos, videos and artwork through collection and organization within Dropbox and SmartImage systems
- Attend select events to photograph, film and produce content
- Execute photo editing
- Execute video editing, including utilizing archived footage to create digital content
- Execute artwork design and production

Required Qualifications: (Knowledge, Skills, Abilities)

- Excellent organizational skills
- Experience with Video Editing Software (iMovie, Final Cut or other)
- Experience with Graphic Design Software (Adobe Illustrator, Photoshop or other)
- Experience Managing Facebook, Twitter, Instagram, SnapChat Accounts
- Proficiency in Microsoft Word and Excel
- Attention to detail and punctuality in communication (spelling, grammar) and record keeping
- Strong ability to follow-through and passion to see project through to completion
- Ability to succeed in team-oriented and independent project environments
- Time-management skills: ability to prioritize and multi-task jobs associated with position
- Ownership mentality for position-related responsibilities and company as a whole

Required Education and Experience:

- 1+ years college experience

This job description does not list all the duties of the job. You may be asked by supervisor to perform other instructions and duties as required and necessary. You will be evaluated primarily based upon your performance of the tasks listed in this job description. Management has the right to revise this job description at any time, but you as an employee, will be informed when that change occurs.