



At &Barr, it's not what we do, it's why we do it. Your purpose should be why you thrive from day-to-day; therefore, this job description is designed to outline primary duties, qualifications we look for, and job scope, but not limit you to the description identified. It is our expectation that team members offer their services wherever and whenever necessary to ensure we are the agency of choice for both great brands and top talent.

WHAT YOU'LL BE DOING

Account service interns are part of daily marketing and advertising operations. The internship provides the opportunity to gain experience and grow both professionally and personally. Overall, participants will see first-hand how agencies work with their clients; the internal collaboration of agency staff on client projects; and how agencies develop strategies and implement them internally and with clients.

- Provide support with general administration-related duties as assigned
- Attend, engage, and participate in internal meetings
- Assist in coordination of campaign and project activities
- With account management oversight, coordinate planning and execution of advertising activities for clients
- Conduct secondary research for client and assist Account Executives with compiling information for clients
- Acquire knowledge of clients' business and anticipate needs, solutions and opportunities
- Proofread internal documents and client communications for accuracy
- Track and analyze competitive activity and consumer trends
- Initiate jobs and other tasks using Agency's project management system

QUALIFICATIONS

- 3.0 GPA or higher and be a college junior, senior or graduate student
- Communications, advertising or marketing major
- Professional skills including punctuality, reliability, appearance and conduct
- Excellent verbal and written communications skills
- Well organized and responsible for timely completion of work; ability to multitask
- Consistently demonstrates sound judgement and strategic thinking, in accordance with agency's mission, vision, and values and never sacrifices quality for speed.
- Strong organizational and communication skills
- Ability to work well in a team environment
- Ability to multitask and handle deadline pressures
- Professional appearance and conduct

HOURS

- 18 hours a week/12-14 weeks
- This internship is unpaid and provides credit for a semester-long internship.

APPLICATION REQUIREMENTS/DEADLINES

Applicants are encouraged to apply as early as possible for consideration.

LIKE WHAT YOU HEARD? LET'S TALK. CONTACT Jobs@andbarr.co