



MARTINEZ MEDIA &
MARKETING GROUP

Summer Intern

The Martinez Media & Marketing Group is growing, and we want to invest in the next generation of marketers as a member of our team! The work is challenging but will give you real-world experience that you can apply to your future career. The hours are flexible, and we will work with you around your class and activity schedule.

Qualifications:

- College student pursuing a communications or marketing degree
- Experienced writer
- Great attention to detail
- Independently motivated
- Willing to learn new tasks

Tasks would include, but are not limited to:

- Review and update the accuracy of interview transcripts
- Assist in planning upcoming client events
- Help track and maintain client analytics
- Background production elements of podcasts
- Assist with video and photoshoots when appropriate
- Ability to jump in and help team members where help is needed
- Schedule social media posts across platforms
- Conduct competitive analysis on the client's competitors
- Other opportunities would depend on the intern's interests and client projects during the tenure of the internship

As a team member, you'll be supported with the following:

- Mac Laptop
- Access online and offline tools necessary to complete assigned tasks
- Task management tool and training

Logistics/workplace:

- The position is based out of the MMMG Manhattan office. The position is 15-20 hours per week and will last from May to August.
- This position reports to the CEO, but they will work with all team members as needed.
- Pay is \$15/hour, with the opportunity to increase depending on performance
- More hours may be available depending on intern availability and client workload

Submit your resume to info@martinezmediamarketing.com