

**Social Marketing and Operations Intern**

Spire Broadcast Talent is seeking a Marketing and Operations Intern.

The primary responsibilities of this position are to expand and maintain the Marketing/Social Media presence of Spire Broadcast talent across multiple platforms and manage ongoing operational processes critical to business continuity.

This is a paid internship at a rate of $10 per/hour. This is a 3-credit, 180-hour internship. The position timeframe is TBD

Principle Duties and Responsibilities:

* Meet virtually with the founders of Spire Broadcast Talent to outline the scope of the project, discuss next steps and set up dates to connect throughout the semester
* Develop and execute a social marketing plan and calendar customized to each social media platform: Instagram, LinkedIn, Facebook
* Create, source and deliver content to increase company collections/followers, attract and promote talent and build online client connections
* Learn and manage operational duties as assigned, including contract management, talent management, accounting and more
* Report status/growth/next steps weekly

Qualifications:

* Marketing or Business Management Major/Minor or Entrepreneurship Minor
* Proficiency in Social Media platforms, Word and Excel a must
* Demonstrated ability to create content
* Strong self-starter and creative thinker
* Excellent written communication skills
* Marketing and entrepreneurship education and/or experience
* Experience a plus