

### Marketing and Web Development Internship Overview



The Marketing and Web Development Internship requires a commitment of 15-35 hours per week with flexible hours between Monday through Friday, 9 a.m. - 5 p.m. This position lasts 10-16 weeks, and meets requirements for academic credit in the majority of college internship programs. We have rolling admissions for positions in the fall, winter, spring and summer. Interns must relocate to the Burlington, Vermont area for the duration of the internship. This is an unpaid position.

My experience at The Emily Post Institute was invaluable. I was surprised by how much direct work experience I got. I never thought of myself as being part of, or wanting to be part of, a web publishing team. This experience really pushed me in new directions.

#### **Job Description**

Our interns learn to work in the nexus of media relations, publicity, marketing, web development, seminars promotion and book publishing. We are a fast-paced but small and unique organization. Interns assist with all tasks required in a busy PR and marketing environment such as answering phones, proofreading, editing web pages, handling mailings and email blasts, coordinating events, and working on media pitches and materials. Successful candidates must be self-starters, have excellent verbal and written communication skills, good manners and a willingness to speak up. Experience with office software is helpful and a willingness to learn new systems is a must. We offer challenges but hopefully these also come with great rewards. Check out this video to learn more.

{youtube}BO1o2bgggvk{/youtube}

### Sample Tasks

- Manage content on website
- Assist with planning and execution of book tours and marketing plan for book launches
- Assist with event planning for business etiquette seminars
- Talk to print, broadcast, radio and web journalists
- Proofread and edit materials as needed
- Monitor comments on blogs
- Answer phones as needed
- Perform media and etiquette database management
- Write press releases
- Write web site articles
- Maintain website using CMS
- Web research

### Video Production Internship Overview

The Video Production Internship requires a commitment of 12-30 hours per week with flexible hours between Monday through Friday, 9 a.m. - 4 p.m. This position lasts 10-16 weeks, and meets requirements for academic credit in the majority of college internship programs. We have rolling admissions for positions in the fall, winter, spring and summer. Interns must relocate to the Burlington, Vermont area for the duration of the internship. This is an unpaid position.

### Job Description

The video production intern must be proficient in Adobe Premiere Pro CS4 and Adobe After Effects CS4 along with Photoshop. Experience on Mac systems preferred. The internship includes:

- Conceptualizing new videos
- Filming
- Post-production
- Placing videos online
- Creating clip reels

### **To begin the application process:**

Please fill out our [Internship Contact Form](#) and someone from our team will be in touch with you shortly.

*No phone calls please.*