

BRIANA CYMONE™

The Couture Event Architect

CAREER POSTING:
SOCIAL MEDIA MARKETING INTERN

COMPANY OVERVIEW	<i>Briana Cymone is a renowned full-service event producer + designer curating stylishly unique celebrations, weddings, and corporate events internationally.</i>		
JOB TITLE:	Social Media Marketing Intern	JOB CATEGORY:	Internship
DEPARTMENT/GROUP:	Marketing	PURPOSE:	Professionally showcase unique value proposition for potential clients/partners via social media platforms.
LOCATION:	Telecommute	TRAVEL:	Travel upon request
LEVEL/SALARY RANGE:	Internship- Student Credit/Unpaid	POSITION:	Part Time
HR CONTACT:	Please send all inquiries to careers@brianacymone.com	DATE POSTED:	October 23, 2018
TRAINING:	January 1, 2019 – January 10, 2019	POSTING EXPIRES:	November 16, 2018
EXTERNAL POSTING URL:	http://bit.ly/BCCSMMI		
INTERNAL POSTING URL:	https://www.brianacymone.com/careers		
APPLICATIONS ACCEPTED BY:			
FAX OR E-MAIL: (561) 671-4286 or careers@brianacymone.com <i>Subject Line:</i> Attention: Briana Cymone HR Career: Marketing Intern		MAIL: BRIANA CYMONE, GROUP 3340 Peachtree Rd NE #1010 Atlanta GA 30326	
JOB DESCRIPTION			
<p>➤ <u>ROLE AND RESPONSIBILITIES</u></p> <p>Performs social media marketing duties and marketing support activities which may include creating and editing SMM posts; managing marketing calendars; scheduling and publishing posts, develop SMM marketing plans; preparing analytic reports, oversee design and layout of SMM accounts, communicate with current & potential partners, customers, and followers, preparing presentations, and creating target audience keywords and hashtags. Requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Proficient Internet research abilities and strong communication skills. Use of camera, photo editing, photo editing apps, and communicating with external creative service providers is welcomed. Monitoring activity and developing content for specific social media channels. Sensitivity to confidential matters may be required. Perform other duties as assigned. All interns are required to participate in training. Attend (3) industry speakers panels, complete assignments, and create a wedding OR event marketing plan.</p>			

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➤ Qualifications and Education Requirements

SMM intern should be technology savvy and proficient in Microsoft Office Suite, Adobe Acrobat & Photoshop, Canva, Gmail calendar, and scheduling software. Excellent verbal and written communication skills needed. Fluent bilingual preferred. 2+ year's marketing education or experience. Proficient analytical skills with superb attention to detail and organization. Convey strong multi-tasking and time-management skills. Must handle sensitive information with the highest degree of integrity and confidentiality.

DEGREE NOT REQUIRED

SKILLS: | FLUENT ENGLISH LANGUAGE | MARKETING EXPERIENCE | SOCIAL MEDIA PRESENCE/EXPERIENCE | MARKETING EXPERIENCE

SOCIAL MEDIA INTERN\ SHOULD DEMONSTRATE COMPETENCE IN SOME OR ALL OF THE FOLLOWING:

Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization.

Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.

Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

REVIEWED BY:	Briana C. Hardin	DATE:	October 23, 2018
APPROVED BY:	Briana C. Hardin	DATE:	October 23, 2018
LAST UPDATED BY:	Terreana Neal	DATE/TIME:	October 22, 2018