**Overview**

About the Brand

JTR Presents is a Brand focused on building on, and expanding, the value of Art & Design by offering creative services to the public and using the profits to fund Exhibitions and creative productions that promote emerging contemporary artists whose work relate to contemporary issues. The projects we take on tend to be community-based and service-based as well. More information can be found on our website.

[http://Jtrpresent.squarespace.com](http://jtrpresent.squarespace.com/)

What we are Looking for

The Brand is looking for someone interested in understanding the many facets of marketing and influencing people to take action.

**Job Description**

Interns in this position will perform the following:

* + Review, with the Graphic Design intern, all marketing materials, including:
		- Text and copyright used in advertising.
		- Text and copyright used on website.
		- Text and copyright used on social media platforms.
		- Text and copyright used for newsletters and direct mail.
	+ Help develop and execute an editorial calendar.
	+ Manage and create content for social media platforms based on editorial calendar.
	+ Review, critique, and improve content on Brand website and social media platforms.
	+ Plan, create, and manage Newsletters.

**Requirements**

Ideal candidates MUST:

* + Currently be enrolled in a college or university
	+ Be able and willing to work remotely and in person.
	+ Proficient knowledge of Microsoft Office ( specifically Word, PowerPoint, Excel, and Publisher.)
	+ Proficient communication skills.
	+ Capable of setting S.M.A.R.T. Goals.

It is preferred that the candidate:

* + Have completed at least one class or course that is Marketing-related.

**Instructions**

Please submit your, CV/resume, and Cover Letter to: jtrpresents@gmail.com

Please put "Marketing Internship" in the subject line and address the Cover Letter to Jordan T. Robinson.