

TRADECRAFT

ADVERTISING • DIGITAL • PUBLIC RELATIONS



CLIENT SERVICES INTERNSHIP

OUR IDEAL CANDIDATE

We are currently looking for a Client Services Intern who is passionate about working in a collaborative and creative environment. Candidates must be flexible, enjoy teamwork, be well organized, self-motivated, and have the ability to multitask with attention to detail.

Candidates must have strong communication and writing skills, and the ability to develop collaborative working relationships with internal and external partners, freelancers, and vendors. Willingness to take ownership and work independently under tight deadlines is a must.

This internship offers real-world agency experience and is unpaid for undergraduate students. TradeCraft will comply with specified requirements to allow the student to earn college class credit if applicable with the student's university. Interns are expected to work 20 hours per week - which varies based on semester schedules - to fulfill the internship. The internship is 70 business days in length, and each intern is given 5 days off to use at their discretion.

INTERNSHIP DESCRIPTION

- Assist the Client Services team in the day-to-day management of client projects and deliverables
- Manage daily work assignments and keep the VP of Client Services informed on individual project status
- Get up to speed on Function Point and Trello - TradeCraft's project management systems
- Utilize TradeCraft's Google Drive, Trello and Dropbox to manage and organize files for the internal team, freelancers and clients
- Assist the team with TradeCraft and clients social media, events, website and PR efforts

ABOUT TRADECRAFT

TradeCraft is a full-service advertising and communications firm that specializes in creating unique solutions that deliver results. With offices in San Antonio and Austin, we are a carefully curated team of subject matter experts offering novel solutions based on learned practices, past performance, and trade knowledge.

Our day-to-day is focused on developing marketable strategies for the distribution of engaging content across a multitude of channels. We are makers, strategists, project managers, graphic designers, public relations professionals, copywriters, user experience specialists, engineers, media buyers, traffic & print production managers.

Interested?
LET'S CHAT!

Please Send Your Resume to:
info@trade-craft.com

Check Us Out Online at:
trade-craft.com

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