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Position Description

Title: Media Intern (Paid Internship)

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|------------------------|------------------|--------------|----------------|
| Work Group: | Media Department | Reports to: | Laura Pakinson |
| # Position Supervises: | 0 | FLSA Status: | N/A |
| Job Status | FT PT OC | Location: | San Diego |

Summary:

Interactivate is a full service advertising agency located in downtown San Diego. We are currently looking for an intern to assist the agency's media department. This is a great opportunity for a student that is interested in a career in advertising and specifically media planning and buying. Prospective interns must possess a strong desire to learn about media and have a general passion for advertising.

Duties and Responsibilities:

- Research potential advertising opportunities in print, online broadcast, out-of-home and new media.
- Build and maintain vendor media kit database and contact list
- Assist with campaign proof of performance and completion reports
- Assist in preparing and distributing insertion orders
- Assist with trafficking media & creative elements

Other General duties:

- Assist media director and media planners as directed
- Communicate with internal departments and outside vendors
- Desire and willingness to learn about traditional and interactive advertising

Qualifications:

- Junior or senior currently enrolled in an advertising, communication or marketing program preferred
- Advanced knowledge of Microsoft Excel, Word and Power Point
- Comfortable working with numbers and statistical data

Please send resumes and cover letters to:

Jorge Carrizo / jcarrizo@interactivate.com / Please use "Internship" as your subject

Visit us online at www.interactivate.com