



Project Management & Communications Intern

START DATE Summer Internship: Starts around May 16
Fall Internship: Starts around August 29
We'll work with our candidate to find a mutually agreeable start date around these targets.

DEADLINE TO APPLY Summer Internship: April 1
Fall Internship: July 1

ABOUT OUR FIRM

We're a small, integrated branding agency in Charleston, S.C., specializing in identity design and beautiful websites for companies, non-profits, institutions, and small businesses. Since 2013, the firm's four partners have worked on creative projects in Charleston and across the Southeast – delivering the unique Annex experience to our clients. From website design and content strategy, to launching brands for small businesses and arts groups, our firm brings a variety of backgrounds to the client's business needs, finding solutions and generating creative energy that grows our business and theirs.

THE POSITION & REQUIREMENTS

We are searching for a creative, friendly, and energetic project management and communications intern. Our intern will work closely with the firm's partners, and will have the opportunity to collaborate on all facets of our business. We work on projects of varying scale and scope, with clients in many different industries. You'll use your detail-oriented problem solving skills to assist the firm in managing projects, alongside generating digital content to share our successes and those of our clients with the public.

The ideal candidate is:

- An undergraduate Junior or Senior at the College of Charleston majoring in Business Administration, Marketing, Communication or Arts Management. We're CofC alums and we want to give back to our alma mater.
- Interested in branding, design, digital communications and business development. We want candidates who are curious about what we do, and who will provide added enthusiasm and value to our agency.

- An exceptional writer and verbal communicator. The ability to analyze, critique and proofread are key components to this position.
- Assertive in undertaking self-motivated initiatives. You'll need to be ready for assigned tasks and driven by long term goals when there is downtime.
- Detail oriented listener and reader. Well-read and open-minded.
- Cool, calm and collected. We're busy, and we're working on a lot of projects. We want you to be flexible, adaptable and realistic.
- Hilarious. Or at least in possession of a great sense of humor.
- Proficient in: Gmail and related Google Apps. Total Rockstar at: Twitter, Facebook, Instagram, blogging and social networks unbeknown to us. Interested, or even knowledgeable, in Adobe CC. Aware of: HTML, CSS, WordPress, JavaScript.

WHAT YOU'LL BE DOING

- Getting real world experience in client services, business development and inbound marketing.
- Working alongside agency partners on projects both externally and internally.
- Creating digital content to share Annex's work and agency life with the public by developing a social media calendar robust with content.
- Assisting the Firm with its inbound marketing strategy.
- Attending client-facing meetings to learn the in's and out's of our process and client relationship model.
- Working on a self-driven project for the Firm's benefit that uses your expertise to make a contribution: we'll introduce you to our business, and then you'll pitch, develop and execute a plan to make a lasting contribution to Annex and its business. We have some ideas, but we can't wait for fresh eyes.

TIME COMMITMENT & COMPENSATION

Annex is pleased to offer a paid internship experience. You commit to us, we'll commit to you.

15 hours per week. We can definitely be flexible on when you work. Often, we're in the office pretty late. You can even work nights if that's your speed. We'd like you to be in the office for

at least 10 of those hours; we're just fine with some of your work schedule being remote. We'll work with the right candidate on the schedule.

\$10 per hour. Pretty good deal, huh?

We'll work with candidates who seek internship opportunities for credit. Don't hesitate to apply.

HOW TO APPLY

Send an email with your resume attached to Geoff Yost, geoff@annexstudio.com. If you have it, include a link to an online portfolio of your varied work. No requirements, just things you'd like us to see. Total bonus points.

We'll follow up with an interview for qualified candidates.