



**Association of Hispanic Advertising Agencies**

## **Internship Posting**

Creative Civilization

JOB TITLE: Media Department Intern

CREATIVE CIVILIZATION –AN AGUILAR/GIRARD AGENCY

Are you an advertising student who is eager to experience a world outside of grades and student projects? Are you a bright and creative individual ready to step up and create media plans that will be implanted throughout the city that will actually be seen and heard by people outside of the classroom? Are you ready to start waking up before noon every day? If so, you may be a good fit for this position that offers an opportunity to learn and grow.

### **POSITION RESPONSIBILITIES**

Creative Civilization is a full service advertising, marketing and public relations agency, which will allow you to experience all aspects of the industry. You will be called upon to assist with the following tasks:

- Make phone calls to media vendors requesting rate information and media kits
- Assist in developing media plans for both the General Market and Hispanic market utilizing various forms of media such as radio, television, print, and outdoor.
- Assist in research gathering for RFP's and/or current clients
- Participate in brainstorming sessions
- Additional duties as assigned

### **POSITION REQUIREMENTS**

- Applicants must be enrolled in an advertising program, communication program or a related area of study.
- Some experience and/or understanding of media buying and planning
- Possess basic to intermediate proficiency for the following programs: Microsoft Word, Excel, and Power Point.
- Strong organizational skills and ability to multi-task
- Creative aptitude required, able to visualize and conceptualize
- Dependability and professionalism are a MUST
- Self Starter; able to search for solutions
- Great phone etiquette skills
- Local Candidates only, please
- \*This position is unpaid, but will count towards college credit

Please submit your resume in a Microsoft Word Document or PDF to:  
[sorozco@creativecivilization.com](mailto:sorozco@creativecivilization.com).

**NO PHONE CALLS PLEASE**