



Association of Hispanic Advertising Agencies

Internship Posting

alPunto Advertising

alPunto, a full-service Hispanic agency in Orange County, California, is seeking bright individuals interested in learning and contributing in the areas of research, project management, media services, copywriting/proofing, and production support.

All interns must be available a minimum of three days per week, no less than 5 hours per day, for a minimum of 90 days.

Research/Planning Assistant

- Source information for specific assignments as given by the Senior Planner or Senior Account Person. Help interpret and incorporate into a larger presentation.

Project Management

- Support project managers/account team in creating timetables and monitoring budgets, developing creative briefing documents, and assisting in general creative and media project flow through the agency.

Media Support

- Assist media planners and buyers in the sourcing of information, follow up on certain media-related tasks, budgeting and securing proposals from media vendors.

Copywriting/Proofing Support

- Support creative teams in checking and proofing copy (in English and Spanish), checking translations, and developing simple copy from briefs.

Production Support

- Help print and broadcast production managers in the solicitation of vendor bids, coordinating projects, and creating and organizing materials for open projects.

To submit for consideration, please contact Ammy Brits-Nixon at abrits@alpunto.com.

Ammy Brits-Nixon
Executive Coordinator
alPunto Advertising
730 El Camino Way
Tustin, CA 92780
P. 714-544-0888 x 217
F. 714-544-0830
abrits@alpunto.com
www.alpunto.com