

## **Intern, Beverly Hills**

We are currently seeking an Intern for our LA office. The ideal applicant is a proactive self-starter who stays organized and thrives in a fast-paced environment. This is a paid internship with flexible or full-time hours – but we ask that applicants have the availability to commit to at least 15 hours per week.

### **ROLES & RESPONSIBILITIES**

- Conduct research to support client planning and strategy
- Track and maintain media coverage and service clients with digital breaks
- Create media lists
- Prepare outgoing packages/pickups
- Other office admin duties as assigned

### **QUALIFICATIONS**

- Communications, English, Public Relations or Marketing majors preferred
- Exceptional interpersonal, networking, verbal, and written communications skills are a must
- Strong proficiency in Microsoft Office, including Outlook, Excel and Word
- Strong attention to detail
- Takes initiative and is resourceful
- Self-starter with the ability to multi-task
- Reliable: meets deadlines, prioritizes well, and has a high sense of urgency
- Professional, confident and mature demeanor
- Strong interest in the entertainment industry

**LEDE**

THE LEDE COMPANY