

Brand Intern, New York

We are seeking a Brand Intern to join the Consumer/Lifestyle Brand team beginning for Winter 2020. The ideal candidate must have strong communication and writing skills and must be comfortable dealing with all levels of staff and clients. Previous PR/fashion internships preferred.

This is a paid internship opportunity.

You will gain experience through the following tasks:

- Sample Trafficking: Selecting pieces for photo shoots, sending samples to publications, coordinating returns, and maintaining inventory
- Archiving press clippings and updating clippings library; putting together “best-of-press” reports
- Assist in setting up for press/collection presentations and striking down afterwards
- Handling editor and influencer product gifting
- Helping to maintain press contacts database
- Assisting the team in research, ad hoc office duties and administrative tasks

Essential Skills & Requirements

- Proficiency using Word, Excel and Outlook essential.
- Ability to take initiative and must have the confidence to learn in a fast-paced environment.
- Must be reliable with excellent organizational skills and very strong attention to detail.
- Excellent written and verbal communication skills.
- Knowledge of Cision would be an advantage.

Please submit resume and cover letter to info@ledecompany.com

Seniority Level

Intern

Industry

- Public Relations & Communications
- Consumer Goods

Employment Type

TBD

Job Functions

- Public Relations
- Marketing

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