

MEDIA MANAGEMENT INTERN

REPORTS TO:

Assistant Director of Recruitment & Student Development

DESCRIPTION:

The IP Media Management Intern will work directly with the Assistant Director to manage our IP Media Coordinators who are currently abroad. The Intern is responsible for overseeing the content, style, and production of all media coordinators. This position helps to set the tone and look for our marketing for the year, and offers students a chance to work with partners on a diverse set of projects.

DUTIES:

- Communicate regularly with the 7 IP media coordinators that are abroad, acquiring videos and photos and giving feedback to the MCs.
- Special projects as assigned, including working with the media team on outreach projects and communications to the student body.
- Assist in hiring and training the media coordinators for 2020-2021.

QUALIFICATIONS:

- You must have participated in one of our programs at some point during your Pepperdine career.
- You must be able to start work on or before August 17th, 2020.
- You have served as an IP Media Coordinator in the past.
- You must have a passion for IP and be excited to tell our story!
- You must have experience with video editing software and Vimeo. Photoshop, Illustrator, and other design tools are also a plus. Familiarity or experience managing social media accounts is a plus.
- You are required to attend monthly all-staff meetings on Wednesday mornings.