

Advertising Intern

Blade is seeking an Advertising Intern to help manage multi-faceted campaigns in online and traditional media.

THE POSITION

You're looking for an energetic place where you can hone your skills in client management, supplier management, strategic planning, creative development and project management as well as execution of all marketing materials including, but not necessarily limited to, ads, websites, collateral materials, out-of-home and social media campaigns as well as content and pay-per-click.

ABOUT BLADE

Blade Creative Branding, founded in 1991, is an innovative agency focused on developing and deploying intelligent, results-oriented branding and advertising solutions. From strategic insights to breakthrough creative and proactive client service, Blade builds brand communities.

RESPONSIBILITIES

- You Report directly to the Senior Account Executive/Supervisor
- You Assist with Managing accounts and responding to day-to-day project requirements.
- You Liaise with all Creative Team members
- You Assist in the Preparation and management of strategic proposals, estimates, budgets and dockets.
- You Assist with the Development and monitoring of concise Scope of Work proposals, work-back schedules and budgets.
- You Assist with the creation of Media Plans and client reports.
- You Keep apprised of client's brands, products, services and marketing developments/challenges as well as those of their competitors.

QUALIFICATIONS

- Passion for moving projects through to successful completion.
- Certificate from an Advertising program and/or University degree.
- Understanding of the creative and production processes, including print, outdoor, broadcast and, absolutely, online media.
- Strong organizational and time management skills.
- Ability to write and communicate effectively
- Strong proficiency with Word, Excel and Power Point.
- Superior organizational and time management skills.
- Passion for the art and science of branding & advertising.