

Lewis Communications, Advertising and Marketing Interns

Description:

To help attract, train and prepare the communication leaders of the future, Lewis Communications strives to provide interns with the best possible “real” experience in order to prepare them for a career in marketing, advertising or communications. Interns will have a real glimpse into the daily activities of an account services department at an advertising agency. Interns will also learn more about the importance of research and its relationship to strategic recommendations, the ABCs of client meetings and presentations, and the overall skills necessary to survive and prosper in an agency.

Responsibilities:

- Gather industry and client-specific research to assist in educating the agency team on new/existing clients and working with account services to tie this research to solid strategic recommendations
- Offer opinions in intra-agency meetings and show the value of their ideas
- Attend client meetings in person and via teleconference with account services to take notes, type conference reports and enhance behavioral skills in client meetings
- Assist directly with an Account Manager to
 - Open jobs for projects
 - Email team members information
 - Update jobs
 - Travel with an Account Manager locally to pull inventory for photography, sit in on a photography shoot, take meeting notes, etc.