

TITLE: INTERN – Marketing & Online Communications

LOCATION: Columbus, Ohio (Office)

Department: N/A
Reports To: Owner or Partner
Hours: 10-15 per week minimum
Compensation: None: For College Credit Only
Length of Internship: Three (3) months Length is based on performance and/or business needs.

REQUIRED: Open to **COLLEGE STUDENTS & WORKING PROFESSIONALS**, Junior, Senior, and Graduate Students. Must receive academic credit or resume building.

Travel and housing arrangements are the responsibility of the student. Internship based in Columbus, OH

Job Summary/General Description:

This position is for college credit only, and is designed to allow the intern to experience various facets of the marketing efforts with Shoe Repertoire. Will support the Owners and Partners by aiding in a variety of marketing projects both print & online, as well as in-store promotions. Both for Columbus & Cleveland operations.

Essential Duties and Responsibilities:

- Participate in in-store sale promotions & off-site promotions
- Create copy & text for marketing ads online & print.
- Establish and manage relationships with local media, blogs, etc.
- BE CREATIVE
- Organize & coordinate vendor promotions for sales, etc.

Job Qualifications & Requirements:

- Must be currently enrolled in Junior or 4-year college or Graduate school. GPA 3.0 minimum.
 - Working toward a degree in Business, Marketing, or Graphic Design preferred, but not required.
- Be willing to work in a fast-pace crazy environment that is growing. Strong grammar skills a must!

Skills and Abilities:

- Must maintain a high level of confidentiality
- Excellent computer skills and proficient in MS Word, Excel and Access. Photoshop
- Highly organized, detail-oriented.
- Able to make independent decisions; quick learner; problem solver.
- Demonstrate excellent follow-through.
- Excellent written and oral communication skills.
- Understanding of filing systems and business etiquette.
- Must be able to interact with staff and the public in a friendly and effective manner.

Application Instructions: *(Accepting applications and resumes until position is filled.)*

Email resumes to jobs@shoerepertoire.com

TITLE: INTERN – Graphic Designer & Photographer

LOCATION: Columbus, Ohio (Office)

Department: N/A
Reports To: Owner or Partner
Hours: 10-15 per week minimum
Compensation: None: For College Credit Only
Length of Internship: Three (3) months Length is based on performance and/or business needs.

REQUIRED: Open to **COLLEGE STUDENTS & WORKING PROFESSIONALS**, Junior, Senior, and Graduate Students. Must receive academic credit or resume building.

Travel and housing arrangements are the responsibility of the student. Internship based in Columbus, OH

Job Summary/General Description:

This position is for college credit only, and is designed to allow the intern to experience various facets of the marketing efforts with Shoe Repertoire. Will support the Owners and Partners by aiding in a variety ad campaigns for online as well as some print. A majority of the work will be design and photography. Both for Columbus & Cleveland operations.

Essential Duties and Responsibilities:

- Shoot photos for both shoes online as well as marketing materials (studio provided)
- Participate in in-store sale promotions & off-site promotions
- Create logos, fliers, and adverts for marketing initiatives
- Establish and manage relationships with local media, blogs, etc.
- BE CREATIVE
- Hustle at a last minutes notice.

Job Qualifications & Requirements:

- Must be currently enrolled in Junior or 4-year college or Graduate school. GPA 3.0 minimum.
 - Working toward a degree in Graphic Design or Arts preferred, but not required.
- Be willing to work in a fast-pace crazy environment that is growing.

Skills and Abilities:

- Must maintain a high level of confidentiality
- Excellent computer skills and proficient in MS Word, Excel and Access. Photoshop
- Highly organized, detail-oriented.
- Able to make independent decisions; quick learner; problem solver.
- Demonstrate excellent follow-through.
- Excellent written and oral communication skills.
- Understanding of filing systems and business etiquette.
- Must be able to interact with staff and the public in a friendly and effective manner.

Application Instructions: *(Accepting applications and resumes until position is filled.)*

Email resumes to jobs@shoerepertoire.com