

Nashville Production & Design LLC  
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## Request for Social Media Intern

9/7/21

### **Who we are:**

Nashville Production and Design, LLC (NP&D) is a full service video production & 3D animation company. We work with a variety of business around the country to improve their digital presence with high end video and animation content. We have been an established business since 2000, with three team members native to Nashville.

### **What we are looking for:**

The social media intern will help run and design our new clients' Facebook, Instagram, LinkedIn, SnapChat, YouTube and TikTok presence. They will implement best practices for social media, marketing, ad buys, etc. All content will be provided but the uploading and posting regularly will be the intern's primary responsibilities. The intern will review competitors in the industry and inform NP&D if there is a new trend or style that is working for others.

Assist with streamlining clients' social media accounts to ensure uniform branding.

Monitoring and replying to direct messages from clients with direction from CEO.

Posting Instagram photos frequently.

Help rebuild clients' social media footprint and reputation.

Build Instagram & Facebook 'likes' and 'follows' by approaching potential clients and candidates through other social media channels and email marketing campaigns.

Research top producing hashtags.

### **Skills & Experience:**

Working toward/completed an undergraduate degree in Marketing, Communications, or related field.

Social media marketing: 1 year (Preferred)

Marketing: 2 years (Preferred)

Knowledge of social media platforms

Interest in writing, social media, and social trends

Excellent verbal and written communication skills

Hardworking, organized, efficient and creative work ethic

Ability to work approximately 10-15 hours/week – mostly remote work

Fluency in English required. Knowledge of Spanish is a major plus.

High School Graduate

**Job Type:** Internship

Salary: \$20.00 to \$25.00 / hour

Work Location: Nashville, TN area - Mostly Remote

Language: English (Required)

Intern will agree to sign a non-disclosure agreement for the confidentiality of our clientele.