

BRIANA CYMONE™

The Couture Event Architect

CAREER POSTING:
MEDIA PHOTO/VIDEO

COMPANY OVERVIEW	<i>Briana Cymone is a renowned full-service event producer + designer curating stylishly unique celebrations, weddings, and corporate events internationally.</i>		
JOB TITLE:	Media Intern Video/Photo	JOB CATEGORY:	Internship
DEPARTMENT/GROUP:	Marketing	PURPOSE:	Enhances BRIANA CYMONE print/online marketing presence via visuals.
LOCATION:	Atlanta GA	TRAVEL:	Travel upon request
LEVEL/SALARY RANGE:	Internship- Student Credit/Unpaid	POSITION:	Part Time
HR CONTACT:	Please send all inquiries to careers@brianacymone.com	DATE POSTED:	November 1, 2018
TRAINING:	January 11, 2019 – January 17, 2019	POSTING EXPIRES:	December 28, 2018
EXTERNAL POSTING URL:	http://bit.ly/BCCareers		
INTERNAL POSTING URL:	https://www.brianacymone.com/careers		
APPLICATIONS ACCEPTED BY:			
FAX OR E-MAIL: (561) 671-4286 or careers@brianacymone.com <i>Subject Line:</i> Attention: Briana Cymone HR Career: Administrative		MAIL: BRIANA CYMONE, GROUP 3340 Peachtree Rd NE #1010 Atlanta GA 30326	
JOB DESCRIPTION			
<p>➤ <u>ROLE AND RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> • Produce polished photographs and company videos for marketing needs • Attend events and interviews to capture company media • Manage media calendar • Styled shoot planning and implementation • Maintains customer confidence and protects operations by keeping information confidential. • Secure and store media information by completing data base backups. • Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques. • Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. • Contributes to team effort by accomplishing related results as needed. 			

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All interns are required to participate in training. Attend (3) industry speakers panels, complete assignments, and create a wedding OR event marketing plan/business plan.

➤ Qualifications and Education Requirements

Media Intern should must have his/her own equipment and proficiency with computers and video/photo software programs. Excellent verbal and written communication skills needed. Fluent bilingual preferred. 2+ year's photography education or equivalent experience. Convey strong multi-tasking, organization and time-management skills and proficient analytical skills with superb attention to detail and organization are required. Must handle sensitive information with the highest degree of integrity and confidentiality. Degree not required.

SKILLS: | FLUENT ENGLISH LANGUAGE | MARKETING EXPERIENCE | SOCIAL MEDIA PRESENCE/EXPERIENCE | MARKETING EXPERIENCE

APPLICANTS SHOULD DEMONSTRATE COMPETENCE IN SOME OR ALL OF THE FOLLOWING:

Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization.

Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.

Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

REVIEWED BY:	Briana C. Hardin	DATE:	October 23, 2018
APPROVED BY:	Briana C. Hardin	DATE:	October 23, 2018
LAST UPDATED BY:	Terreana Neal	DATE/TIME:	October 22, 2018