



Job Title: Account Services Intern

SUMMARY:

Cat 5 Studios is a game and video production company specializing in video and games that spins results for your company. Our talented team creates authentic and creative animated videos and games to help people, agencies, organizations, and companies grow their dreams and deliver their messages effectively worldwide.

RESPONSIBILITIES:

- All tasks asked of them by department staff
- Assist in the workflow of the day-to-day business of the department
- Assist in the development of formal client presentations, strategic briefs, marketing plans, etc.
- Perform analysis of marketing and sales data, as appropriate
- Seek and analyze competitor marketing and sales materials both on and offline
- Provide support to social media efforts as needed
- Attend internal meetings
- Update schedules based on recommendations from account/project management team
- Help to create weekly status updates based on completion of recent milestones, development task status and general weekly progress
- Research potential new business opportunities, while also participating in new business development and Must be available for an informational interview upon request
- And last, to be innovative! To observe the company environment, the client roster, and to determine new ideas and concepts that might move business, any business, forward

REQUIREMENTS:

- For school credit
- Enrolled in FT or PT in college/university
- Available to work 16-20 hours a week;
- Sophomore to graduate level are welcomed
- GPA 3.0 or above
- Strong social media presence on any of the following channels: LinkedIn, Twitter, Instagram, Facebook or YouTube
- Knowledge of creating online content
- Prefer some experience with marketing, sales, scheduling with apps such as Hubspot, CoSchedule, Hootsuite, EventBrite, MailChimp, et al
- Excellent communication skills
- Professional attitude
- Outgoing, friendly personality, and a desire to meet new people



- Knowledge of relational and/or inbound marketing and sales is a plus
- BS or BA in Marketing, Communications, Interdisciplinary, Liberal Studies, Sales or relevant degree

WHAT WE OFFER:

We offer experiential, service, and apprenticeship learning opportunities.

- Career development and mentoring to ensure you earn job skills to help you obtain an entry level position;
- A portfolio of deliverables as part of your experience portfolio;
- Business casual dress code every day at our weekly team meeting with cloud based drive;
- Flexible work schedule;
- Food at our team meetings;
- Ability to work across other departments and participate in leadership & management opportunities;
- Attend networking events;
- Work with leadership team;
- A relaxed work environment that fosters a balance between hard work and fun;
- Develop leadership skills;
- Establish measurable results that transfer to real lines on your resume;
- Earn certifications for your resume;
- We give back to our community and volunteer and also get together once a month to just hang with each other.

SOUND LIKE YOU?

Submit your resume to careers@cat5studios.com or go to our website <http://cat5studios.com>