PART TIME POSITION IN MARKETING DEPARTMENT
AT CHISHOLM ARCHITECTS, INC.

In this particular position the intern will have experience in some or all of the following:

A- AREAS OF INVOLVEMENT

Architecture, marketing, mass communication, business, advertising, graphics, graphic design, copy writing, computation.

B- AREAS OF DIRECT WORK- RELATED TASKS

1. ARCHITECTURE/ENGINEERING/PROPOSALS:
   a) Proposal and team qualifications
   b) Data gathering from different disciplines

2. WEBSITE:
   - Website Design and Evaluation. Analysis / effectiveness
   - Message communicative effectiveness
   - Graphic Communication Projects

3. MARKETING/ ADVERTISING/ PUBLIC RELATIONS/ MASS COMMUNICATION/ SOCIAL MEDIA:
   - Instagram, Email Group Mail-out, Target Groups, Research.

4. GRAPHIC DESIGN:
   - Graphic support:
     - Proposals
     - Photos/Adobe
     - Report Covers
     - Graphic Design
     - Interior Exhibits Graphics

5. COPY WRITING:
   - Writing copy for proposals, media releases. Target-specific resumes, others.

6. COMPUTER PROGRAMS:
   - Proficiency in:
     Word, Excel, Microsoft office, Power Point, Adobe, Acrobat.

7. PART-TIME:
   a) Preferably after 1:00pm to 6:00pm
   b) Others- Morning 8:15am to 12:15pm

APPLY ON HANDSHAKE!