



## About the Company

At SMG Speakers our mission is to connect organizations with an ideal speaker. It's no secret that our nationally recognized speakers are history makers in a variety of industries. SMG takes care of all the logistics to make sure the speaker arrives at the event ready to engage, and inspire the audience. We issue the contract, handle travel arrangements, coordinate communications, and ensure a customized message to reach the audience.

## Internship Opportunity

If you're interested in building your résumé, working in a fast-paced and creative environment, have previous marketing/public relations and/or business administration experience, an interest in the world of journalism and entertainment, this is the internship for you. The positions are non-paid, available now and require less than 40 hours per week.

### Requirements:

- Excellent oral and written communication skills
- Thorough knowledge of business English, spelling, and punctuation
- Strong interpersonal skills
- Strong work ethic
- Good time management skills
- Ability to take initiative

### Primary Duties:

- Answer Phones
- Media monitoring
- Research & Sales
- Media and client relations
- Writing and editing press materials

### PC/Systems Skills

- Proficient in Microsoft Office & Mac

### Responsibilities will NOT include:

- 5:00 a.m. coffee runs
- Picking up dry cleaning
- Excessive sucking up

**If interested, please send your cover letter and resume to Signature Media Group at [info@smgspeakers.com](mailto:info@smgspeakers.com).**