

JimShoes Entertainment

Entertainment Assistant Internship

This is a PART TIME Unpaid Internship

Location: Various cities throughout Central Illinois

Date Posted: Current

Description: JimShoes, LLC, is a U.S. based company located throughout Central, Illinois. JimShoes is dedicated to identifying, developing, and marketing individuals that possess the talent, skills and ambition necessary to compete in today's entertainment industry.

JimShoes offers its products and services under three major brands: JimShoes Fashion, JimShoes Entertainment, and JimShoes Talent Management.

If you are looking to learn about and try out different aspects of the entertainment business, fashion, media, marketing and management then this is the job for you.

1. Candidates responsibilities will consist of an administrative support role of all aspects of the business including email correspondence work, preparing and typing up documents, preparing submissions, taking and scheduling appointments, gathering audition information for clients.
2. Checking out new clothing line designs, talent prospects, unsigned bands and reviewing their creativity, music and craft.
3. Research fashion & apparel, new media outlets, setting up and executing promotions, publicity, sponsorship, etc.
4. Learn to put together live shows, contact bands and venues, promote, & stage-manage.
5. Network with professionals in the entertainment and music industry, attend workshops, shows and seminars.
6. Candidates must have attention to detail, be creative and a willingness and enthusiasm to learn.
7. Interns availability is part-time (10-15 hours per week).

This is a non-paid internship, but with the possibilities of future employment for the right person. You will get the chance to check out lots music shows, and have fun while learning a lot. Our interns leave here with good friends, contacts, and the chance to do and learn.

Requirements:

- Able to be creative while taking direction, working independently and highly organized.
- Must have strong organizational, interpersonal, and oral/written communication abilities.
- Must be excellent with using Microsoft word processing, Excel spreadsheet programs and Outlook.
- Internet Savvy
- Ability to maintain confidentiality is a must.

Let us know if you are interested in this opportunity to:

1. Receive school credits (Recommendation letter upon completion)
2. Purely for the experience.

Either are welcome to apply

Contact: If you are interested please email us with your resume, and a brief introduction of yourself and why you are interested in this internship.

Via email: info@jimshoes.com

Please send resume as an attachment.

Do NOT send resume as text in body of email.

Website: www.jimshoes.com