

2011 Creative/Production/Traffic Internship

The Hondo Group

8310 N. Capital of Texas Highway, Suite 345
Austin, TX 78731

Hours required: 16-24 hours a week (Flexible)

The Hondo Group, a marketing communications company, is dedicated to providing clients with new strategic branding processes in a variety of areas including agriculture, real estate, professional services, technology, green marketing and sustainable business strategies. The company's research-driven sustainable business plan turns environmental consciousness into a formidable strategic move, providing clients a systematic approach to reduce their carbon footprint and publicize their environmental stewardship efforts. The Hondo Group helps clients close the marketing loop between great products and satisfied customers.

www.hondogroup.com

Description:

The creative/production intern will learn and assist with coordination in all aspects of creative/production/traffic side of agency including gathering requirements, estimating and developing schedules, tracking progress and routing jobs for approval, vendor sourcing and preparing files for vendors.

Qualifications:

- Proficient in Excel, PowerPoint and Word.
- Working knowledge of HTML/CSS and Adobe CS4 is a plus
- Able to work in PC and Mac environments
- Interest in learning creative side of agency
- Must have strong attention to detail, be organized and resourceful
- Excellent communication skills
- Can skillfully slice foam core with an X-acto blade

***Position is unpaid; however interns will be eligible for a stipend at the end of the internship up to \$1,000, based on their performance and projects completed.**

Interns with The Hondo Group will have the chance to work with an award-winning creative and account service team on local, national and international projects. Our small group provides an unprecedented opportunity for personal attention to education and hands-on learning. The Hondo Group is committed to providing solid work experience to serious-minded individuals in a positive environment.

For more information on internship opportunities, please contact:

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Unison Resource / The Hondo Group

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