



Internship Job Description

Title: Graphic Design & Social Media Intern

About FMP Productions:

Founded in 2010, Foundation Management & Pro-Productions has three main focus areas. First, we produce events on large and small scales including corporate events, athlete appearances, and fundraising events. Second, we manage public non-profit organizations. This includes conducting social media, marketing, communications, and public relations, as well as fulfilling the missions of the organizations. Finally, we serve as Marketing Consultants for our corporate clients. We provide insight and assistance with branding, communication, and marketing initiatives.

Our clients include the Boston Celtics Shamrock Foundation, The Greg Hill Foundation, 1st Lt. Derek Hines Soldiers Assistance Fund, Revere Beach Partnership, the Boston Police Foundation, the Heather Abbott Foundation, the Shawn Thornton Foundation, and the MIAA Endowment Fund.

Basic Responsibilities:

- Contribute to a variety of social media platforms
- Create social media graphics
- Develop content calendars
- Cultivate new ideas for outreach
- Assist with website design and maintenance
- Write and distribute press releases and media advisories
- Update media contact list
- Assist with general event planning and execution
- Help with office organization

Skills Needed:

- Detail-oriented and strong organizational skills
- Creative thinker
- Experience with graphic design software
- Excellent written and verbal communication skills
- Working knowledge of MS Office and database management
- Strong interpersonal skills
- Ability to work in a team environment while also able to work independently

We have full and part time internships available.

To apply, please email resume and cover letter to:

internships@fmpproductions.com