

Foundation Management & Pro-Productions, Inc.

Job Description

Position Title: Internship Program - Sport Marketing/Marketing and Events Intern

Reports to: Zoe Leven | Account Manager

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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 social media, marketing communications, PR, and fulfilling the missions of the organizations. Finally, we serve as a Marketing Consultant for our corporate clients. We provide insight and assistance with branding, communication and marketing initiatives.

Our clients include: The Greg Hill Foundation, The Boston Police Foundation, The Boston Fire Department Relief Fund, The Revere Beach Partnership, 1st Lt. Derek Hines Soldiers Assistance Fund, The Heather Abbott Foundation, The Shawn Thornton Foundation, Caron Treatment Centers, The Bourque Family Foundation, and the Boston Celtics Shamrock Foundation.

Basic Functions:

- Assist with event planning and execution
- Research potential sponsors for events
- Contact local businesses for donations for various events
- Develop social media schedules for multiple clients
- Update media contact list
- Write and distribute media advisories and press releases
- Maintain inventory of donations and memorabilia
- Help with office organization

Skills Needed:

- Detail-oriented and strong organizational skills
- Professional demeanor
- 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 time and part time internships available.

To apply email resume to Zoe Leven at zleven@fmpproductions.com