

## Marketing Intern

**Location:** Houston, TX (onsite)

**Hours:** Up to 40 Hours/Week

**Career Level:** College student (Junior level or above) or recent graduate

### Please Note:

*This position requires around-the-clock flexibility. Sometimes, you'll be working (or need to be available) before or after hours, on weekends, holidays, etc. – and often on short notice. This includes responding to emails, texts and/or phone calls.*

*That's agency life, baby!*

### The Brief

As a **Marketing Intern** for Satori, you'll have the unique opportunity to immerse yourself in the dynamic world of marketing and communications. You'll collaborate closely with our team, gaining hands-on experience while working with some of our key clients.

In this role, you'll become the "Sponge of Satori," with the primary mission of being an **avid learner**. You'll soak up knowledge from every team member and continually seek wisdom through insightful questions. Taking notes diligently, whether during meetings and brainstorming sessions is a vital part of the learning process here. We'll equip you with the practical insights and real-world tricks you can't get from textbooks.

You'll also learn about other real-world things, like jaw-dropping deadlines (hey, we're not gonna sugarcoat things). Think of it as a three- to four-month, on-the-job boot camp, providing a firsthand look into what it's really like to work in account service.

Part of that reality is bringing your A-game every day. At Satori, mediocrity is not an option for any of us. We expect your unwavering commitment, and we consider 150% effort the minimum standard—because that's what we give our clients.

### Meet Satori

To most, Satori means sudden enlightenment (like, "Whoa...I just found my perfect job opportunity!") But to us, it's so much more. Satori is a noun. It's an adjective. Sometimes, it's even a verb ("We need to Satori the \_\_\_ out of this"). The Satori team moves as one unit—Account Service, Creative, Media, Strategy and Social Media—and we move swiftly. We walk, talk and think like humans, not like marketing robots or bigwig wannabes. And we support our clients and each other like family. When it comes to people joining our team, we look for those who do the same.

### **Position Responsibilities**

- Coming into the Satori office up to five days a week and working **up to 40 hours** per week.
- Taking notes in internal and client meetings and preparing polished and professional recap notes.
- Maintaining status sheets, updating timelines, assisting with estimates and tracking job progress.
- Learning the workflow of and taking responsibility for routing work through the agency, from writing the creative brief to project completion.
- Collaborating with our team to develop strategies that align with our clients' goals and target audiences.
- Conducting research to gather insights and information to inform your account service efforts.
- Contributing ideas and concepts during brainstorming sessions.
- Taking ownership of your projects; not just checking tasks off your list.
- Asking a LOT of thoughtful questions. Learn, learn, learn!
- Being happily willing to assist with other tasks in addition to account service tasks (it's a great way to learn how the entire agency process works!).
- Having humility and knowing where you fit in at the agency.
- Memorizing and understanding the Satori Core Values as a way of life.
- Performing other assorted duties, as assigned.

### **Position Must-Haves**

- Must be in the pursuit of a bachelor's or master's degree in Marketing, Communications or similar area (at least Junior level) OR a recent graduate.
- Reliable transportation to and from the Satori office up to five days a week.
- Must have an introductory understanding of full-service agency capabilities (creative, strategy, account service, digital, web development, etc.).
- Must be a self-starter who is searching for an opportunity to do dynamic and fulfilling work, with a proactive "What can I do to help?" attitude in a collaborative environment.

- Must be a borderline ninja in Microsoft Word, Excel and PowerPoint and have a working knowledge of Adobe programs.
- Be a self-starter with a proactive “What can I do to help?” attitude in a collaborative environment.
- Ability to keep up with high-demand projects and fast turnaround times and shift from one project to the next with ease.
- Must have excellent written and verbal communication skills and the ability to handle questions and critiques like a champ.
- The knowledge that you'll never know everything and that there's always something new to learn.
- Have the fire to throw out ideas for concepts, campaigns and designs.
- A good (borderline great) sense of humor and willingness to let loose and have fun, even in the midst of killer, make-your-head-spin deadlines.

### **Physical Requirements**

Work is performed in an office setting, but travel is a possibility. You may be subject to sitting, standing or walking for extended periods of time (especially if this helps the creative juices flow). You must be able to lift up to 50 lbs. (or be able to convince someone to do it for you).

**If this sounds like your kind of gig, email [HireMe@satori.agency](mailto:HireMe@satori.agency) with:**

- **Your résumé**
- **Answers to the following questions:**
  - What will **you** do to try and make this internship a success?
  - Go to [satori.agency](http://satori.agency), choose one of our **core values** and tell us in 2-3 sentences what it means to you.
  - We get a **LOT** of intern résumés – why should we pick you?
  - To provide the most fulfilling experience for our interns, we require them to be **in our office in West Houston** when on the clock. Is that an issue and will you be able to make arrangements for that to happen?
  - Do you have any advertising or marketing agency experience? If so, how did you gain that knowledge and what did you learn?
  - Give us an example of when you didn't know how to do something at first. What steps did you take to get it done?

- Tell me about a time when catching a small mistake made a big difference in a project or assignment.
- You realize a client's project is off track. A crucial deadline is in jeopardy of being missed and/or we are over budget. What's your move?
- You're asked to conduct research on a client's competitors. How do you get started? What are the first steps you take?