** CLD PR is looking for interns**

**About the job**

**CLD PR** specializes in celebrity and media seeding. We have worked with A-list talent such as, Jennifer Lopez, Lady Gaga, Julia Roberts, Vanessa Hudgens, the Kardashian/Jenners, Rihanna, Rita Ora, Jared Leto, Mindy Kaling, Carrie Underwood, the list goes on and on. We have also had placements in top tier magazines such as Vogue, Elle, Glamour, Nylon, V, Vanity Fair, as well as in all the weeklies.

**What makes CLD PR unique** is that we hire ALL entry level positions from our internship program. We strongly believe in giving opportunities to those who have worked with us and are eager to gain the experience needed to go from intern to employee in the fashion PR world. Approximately 60% of our staff all started off from our internship program. It is a great opportunity to get your foot in the door and grow with us!

**This internship is unpaid, but academic credit is offered to students. This internship is also available to those seeking experience in public relations and in the fashion industry.** We are in need of hard working self starters that can keep up with a fast paced environment. Interns are expected to work 1-4 days a week (you choose your days) from the hours of 10:00am to 6:30pm Monday-Friday. This is a 2-4 months commitment.

We have four departments, the PR and rental showroom/celebrity team, media team, operations, and business development.

CSULB STUDENTS TAKING JOUR 498 MUST APPLY FOR THE MEDIA TEAM TO CREATE CONTENT THAT EARNS ACADEMIC CREDIT.

**PR and rental showrooms and celebrity team** tasks include, but are not limited to: helping garner placements on celebrities and in editorial sections of magazines that use freelance stylists, doing pick ups/drop off's with merchandise, bagging up items, assisting stylists while in the showroom, merchandising and maintaining the aesthetics of the showrooms, gathering images to pitch to stylists for their clients upcoming events, assisting the gifting team with processing gifting requests, and outlook for any placements on celebrities.

**The media team** side includes, but not limited to: placing clients in magazine and online fashion/trend stories, editorials for major magazines where the magazines have their own staff of stylists (Vogue, Elle, etc.), influencer outreach and gifting, social media management, ensuring any placements the celebrity team garnered are credited with designer information and secure placements of those shots in weekly/monthly magazines or online mentions, event planning/production, creating copy and pitches to send out for outreach to influencers and editors, and constant outlook for any placements of our clients products.

**Operations** team will cover intake and outprocessing of inventory using Launchmetrics. Launchmetrics is a comprehensive inventory and event software that every department in our company uses on a daily basis. Operations also assists in personal and professional tasks for the CEO. Operations is in charge of all legal, human resources, and day to day business operations. While the majority of your internship will be focused on either celebrity or media departments, you will be asked to assist from time to time in the operations department as needed.

**Business development** is similar to operations in that it will not be the sole focus of your internship but will have assistance as needed. Our business development team is in charge of researching new brands to outreach for representation. From this research, we then will start pitching these potential new clients with focused pitch materials.

There will be the occasional opportunity to go on photo shoots and work events that are based in Los Angeles.

**Expectations of an ideal candidate:**

-Self-driven with a willingness to meet and exceed expectations

-Independent.

-Can handle a fast pace environment.

-Takes initiative, especially during slower periods.

-Strong work ethic.

-Burning desire to learn, serious ambition to be in the fashion industry.

-GREAT attention to detail.

-Sense of initiative, can work well with minimal direction.

-Great decision

-making skills.

-Excellent written and oral communication skills.

-Excels at research. Utilizing all resources to gather information.

-Team spirit.

-Computer skills and some social networking (Office, Photoshop, Facebook, Twitter, blogging).

-Upbeat, high energy level.

-Positive, can-do attitude, go-getter.

-Organized, able to think logically.

-Able to take constructive criticism.

-Creative problem-solver.

-Reliable and punctual.

-Some exposure to fashion industry and/or fashion student.

-Has a strong interest in the world of public relations.

-Having a car to run errands to celebs and celeb stylists a major plus but not mandatory.

-Owns laptop to use during internship.

**Please include the following information in your cover letter response:**

**1. Your Full Name**

**2. Phone Number**

**3. The days you are available every week from 10AM - 6:30PM Monday-Friday and how many days you want to work each week**

**4. The date you are able to start the internship**

**5. Which department you would like to focus the majority of your internship**

**5. Do you have a vehicle to run errands during the internship? We reimburse all mileage and parking for these runs.**

**To apply: Email resume and cover letter to** Internship@cldstylehouse.com **or apply on** [**LinkedIn**](https://www.linkedin.com/jobs/view/2786203741/)**.**