

Media Planning Internship

About Us

Harmelin Media is a full-funnel media agency headquartered in Philadelphia, PA. Over the past 42 years, we have grown into one of the largest independent media agencies in the country with billings approaching one billion dollars.

Our growth has been driven by our commitment to our clients, our employees, and our community. We pride ourselves on customizing strategy to each client and evolving roles to fit each employee's strengths. The proof is in the unparalleled tenure of both our clients and our staff.

If you are looking for a career that offers opportunities to forge a strategic vision, innovate through technology or nurture a client relationship in the advertising industry, Harmelin is interested in learning more about you!

Harmelin Media internships are unpaid but can be completed for academic credit. Scheduling is flexible. Many of our interns work two to three days per week.

About the Position

The role of the intern is to learn the basic principles of media planning by assisting in the research, development, and implementation of media plans under the direct supervision of experienced media professionals. This is an excellent opportunity for anyone curious about the media industry as you will be introduced to many aspects of media both in the traditional media tactics as well as digital tactics.

Responsibilities

- Provide general administrative support to the media team
- Support the planning and buying processes
- Handle client buy maintenance as required
- Interact with media sales representatives as directed by senior staff
- Attend vendor meetings as required
- Assist in competitive analyses
- Keep informed of relevant issues affecting the advertising industry
- Review and reconcile media invoices using the company billing system
- Other duties may be assigned as necessary to meet company needs

Keys to Success

The ideal candidate will have the following skills and experience:

- Strong written and verbal communication skills
- Ability to work in a team environment
- Proficient computer skills, especially Microsoft Outlook, Word, Excel and PowerPoint
- Proficient at using the Internet for secondary research and other tasks
- Detail-oriented
- Strong organizational, time management and multi-tasking skills

Contact Information

Please submit a cover letter and resume to interns@harmelin.com. Decisions about interviews will be made on a rolling basis.

Harmelin Media is committed to building a diverse, equitable, and inclusive workplace, and is proud to be

an equal opportunity employer. We will consider all qualified applicants for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.