

# GLOW RECIPE

Fruit-Forward. Clinically Effective. Glowing Skin.™

## SOCIAL MEDIA CONTENT & VIDEO INTERN

### GLOW RECIPE PAID SUMMER INTERNSHIP PROGRAM

- Position: Social Media Content & Video Intern
- Reports To: Assistant Manager of Content
- Ideal Start Date: ASAP, Spring or Summer 2024
- Hourly Pay: \$16/hour
- Location: Hybrid - has to be in-person when necessary, for example, helping with shoots.
- Work Hours (we prefer 2 full days at a minimum, a minimum of 24 hours per week)
  - 3-4 half days (either morning orl afternoons, hours have to be consecutive) or
  - 2-3 full days
    - Year-round: 9:30 am – 5:30 pm ET
    - Summer Fridays (Memorial Day to Labor Day): Monday through Thursday, 9 am - 6 pm ET, Friday, 9 am - 1 pm ET

It's Spring/Summer Internship Season and we're looking for beauty-loving, skincare-obsessed, detail-oriented interns to join our [paid Summer Internship Program](#)! An internship at Glow Recipe means you'll gain experience in the beauty field by working with a rapidly growing, skincare-focused startup!

[Glow Recipe](#) creates clean, fruit-forward, clinically effective skincare for glowing skin. We are a vegan, cruelty-free skincare line that pairs antioxidant-rich fruit with gentle, yet powerful actives to treat your skin based on its daily changing needs. We embrace real skin and are here to help you achieve your healthiest skin yet.

### **THE FINE PRINT**

We're seeking motivated self-starters with a passion for beauty and skincare! Candidates must have excellent verbal and written communication skills; be analytical, and hard-working, have a positive attitude, and be a team player.

We're looking for a Social Media Content & Video Intern. This position provides a first-hand look into growing and operating a beauty brand with national and global retail partners. In addition to being an integral member of the content team, where all visual assets are designed and

produced, this role will see how teams work cross-functionally and hand-in-hand with the brand's Co-Founders.

- Support the Content Team in creating various short-form social media assets (TikTok, Youtube, Pinterest, Instagram, Facebook, Twitter/X), with an emphasis on video creation. This includes identifying social media trends, creating & outlining scripts for videos, filming and editing videos for social media
- Draft and schedule daily posts for Youtube Shorts, Pinterest, Facebook, and Twitter/X
- Compile and analyze weekly social media stats and present key takeaways to the Content Team
- Collaborate and contribute to shared content planning calendar
- Assist Creative Content Manager with pre-production tasks and on set for video and photo shoots
- Conduct and present competitive analyses and social media platform audits
- Candidates must meet the minimum number of hours required.
  - Able to work 3-4 half days (either morning or afternoons, hours have to be consecutive) or 2-3 full days (~9:30 am – 5:30 pm ET).

### **APPLICATION REQUIREMENTS**

Submit the following to [HRconsultant@GlowRecipe.com](mailto:HRconsultant@GlowRecipe.com)

- Cover Letter
- Resume
- Portfolio of relevant work
  - Such as TikTok and Instagram accounts with relevant work (e.g., beauty, and skincare photos & videos)
  - Please also share front-of-camera social video samples
- Availability (Start date/end date/hours of availability)
  - What's the earliest start date and latest end date you can intern?
  - What days and hours of the week you be available to intern?
- Location: Based in New York City or close enough to commute to NYC to assist with events/photo shoots when needed
- Acknowledgement that you meet the minimum number of work hours required

### **INTERNSHIP REQUIREMENTS/EXPERIENCE**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- **\*Must meet the minimum of 24 working hours per week**
- **\*Must be based in the greater NYC area or be able to commute to NYC on a regular basis**
- Candidates must be self-starters and have a passion for marketing, beauty, and skincare

- Excellent written, analytical, and communication skills
- Solid proficiency in video editing (CapCut)
- Solid proficiency in Google Workspace (Google Slides, Sheets, Docs, etc.)
  - A plus if you have a basic understanding of how to use formulas in Google Sheets
- Solid proficiency in Canva or Adobe Suite (Photoshop, Illustrator)
- Hard-working, positive team player; flexible when business needs change

### **ADDITIONAL INFORMATION**

- [About Glow](#)

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**Glow Recipe is an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. We will not have access to your personal Equal Employment Opportunity Commission information during the interview process. Glow Recipe is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request a reasonable accommodation, please let us know in your application or email us at [HRconsultant@GlowRecipe.com](mailto:HRconsultant@GlowRecipe.com)**