

# School of Art, Design & Media (NTU)

Late internship application  
**Updated 8 February 2021**

**Students:** If this is for credited internship, please bring company into the internship programme as a self-source option upon successful placement. If this is for self-enrichment, the school **will not** intervene and the agreement will be strictly between you and the organization. Please read carefully before committing.

## Name of company:

Edelman Singapore Pte Ltd



## Estimated number of employees:

More than 100

## Internship / Freelance work title

Graphic Design Intern

## About the company and no. of intern(s)

Edelman is a global communications firm that partners with businesses and organizations to evolve, promote and protect their brands and reputations. Our 6,000 people in more than 60 offices deliver communications strategies that give our clients the confidence to lead and act with certainty, earning the trust of their stakeholders. Our honors include the Cannes Lions Grand Prix for PR; Advertising Age's 2019 A-List; the Holmes Report's 2018 Global Digital Agency of the Year; and, five times, Glassdoor's Best Places to Work. Since our founding in 1952, we have remained an independent, family-run business. Edelman owns specialty companies Edelman Data & Intelligence (DxI) and United Entertainment Group (entertainment, sports, lifestyle).

We are looking to take on one intern to work in the Creative division of the company.

## Relevant website and links:

For more information please visit: [www.edelman.com](http://www.edelman.com)

Click [here](#) to view a short video about life at Edelman

## Internship job scope and responsibilities description:

We are looking for a bright, self-motivated, eager-to-learn, team player to join our internship program. If you have a passion for creativity, digital design or video editing coupled with endless curiosity and a can-do attitude, then come join us!

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## **Who we are looking for?**

### **Creative Software skills**

- Proficient in Adobe Creative Cloud, with a focus on Photoshop, Illustrator, Premiere Pro and After Effects.

### **Creative Ideation**

- Proven examples of past creative ideations or project based creative thinking.

### **Creative Communication**

- Strong ability to explain creative ideas and rationale behind directions of work.

### **Research for Client Industry Information/New Business Pitches**

- Assist creative team with research and reference requests as well as producing mock ups (Art or Copy)

### **New Business Proposal**

- Participate in brainstorming and, the preparation of new business pitch proposal and mock-ups required.

### **Training/ Up Skillling**

- Attend relevant training sessions held in the office, eg. media relations, digital, corporate social responsibility, case studies, etc.
- Interest in new content formats.

### **Pre-requisite from candidate (if any):**

- Good written and spoken communication skills.
- Team Player.
- Strong creative writing/ ideation skills.
- Ability to take on feedback and build back into own work.
- An interest in new forms of media and content formats.
- A ready portfolio of previous work to share

### **Estimated time frame/period**

10 May – 17 July 2021

### **Allowances**

\$1000/mth

### **Reporting instructions**

To be discussed during the interview, depending on the prevailing Safe Management Measures at the workplace.

**Working equipment / softwares**

Equipment will be provided by Edelman.

**Contact person / email to respond to**

Syafiqah Sunardi (HR Executive)

[Syafiqah.sunardi@edelman.com](mailto:Syafiqah.sunardi@edelman.com)

Junnie Karni (HR Assistant)

[junnie.karni@edelman.com](mailto:junnie.karni@edelman.com)

**Other instructions / comments for applicants**

Please email your portfolio or link for viewing of your work