



## MILLI CCWD CREATIVE INTERNSHIP

### **About Milli:**

Milli is a modern creative agency focused on strategic, social-first work. Founded in 2014, Milli has evolved alongside the rapidly changing social media and digital marketing industries. From beloved local burger chains to multi-billion dollar household name consumer brands, we've spanned the spectrum of brands and marketing challenges.

Our unique approach is rooted in our value system. At Milli, we're not afraid to flip and dismantle the established agency model. Our perspective is rooted in diversity, inclusion, and moving at the speed of culture. As a modern, millennial-led agency, we boast a network of artists, creators and influencers accessible only by our unique community and cultural proximity.

### **About Northwest Folklife and the CCWD:**

Since 1972, Northwest Folklife (NWFL) has been creating opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest. Since 2020, the CCWD (Cultural & Creative Workforce Development Program) has been integral to the City of Seattle's inclusive creative economy strategy, offering paid career development experiences rooted in the foundational aspects of culture and creativity; working on a strengths-based, paradigm shifting platform for artists, creatives, and culture bearers to foster the potential they bring to any workplace.

Northwest Folklife (NWFL), in partnership with the Office of Economic Development (OED) and the Office of Arts & Culture (ARTS), collaborates with a diverse ecosystem of individual artists, culture bearers, cultural organizations, small businesses, entrepreneurs, and community organizers across the Pacific Northwest to provide culturally responsive, career development as well as a community-led program focused on equitable recovery and systemic transformation through the Creative Economy.

The intentional and robust support of the creative and cultural sector is a forward-thinking urban growth strategy which interrupts historical patterns of cultural divestment, displacement, and erasure.

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### **Attention:**

All candidates must adhere to organizational and municipal COVID-19 health and safety regulations. Currently, all CCWD program participants and site partners are subject to the City of Seattle COVID vaccination requirements for contractors.

**Overview & Purpose:**

The Milli Creative Intern will refine their project management skills while collaborating with Milli staff and by documenting, editing, and posting relevant content across social channels. This position is set in a fast-paced environment that will require being proactive on projects, excellent communication skills, and high energy and passion for the work. While this position will provide the opportunity to study with professional videographers, the intern will adopt additional roles and duties as assigned.

<b>REPORTS TO:</b>	Michael Huang (Milli) + CCWD Program Manager (NWFL)
<b>HOURS:</b>	15 Hours/Week (January 2023 – July 2023)
<b>COMPENSATION:</b>	\$19.00 per hour

\*At Milli, we're driven by people not skills. Skills can be taught but curiosity, energy, creativity - those are the traits we covet. We're breaking the traditional agency model and shifting the way we integrate strategy, creative, and social to build a truly multidisciplinary organization. If you're excited about these two aspects, then you might be a perfect fit at Milli.

The role is primarily remote with in-person work as an option if the intern and site agree. This internship is designed to be 6 months, though extensions may be possible and must be discussed between the CCWD Program Manager and Milli site supervisor. Scheduling for this position is negotiated with the Milli site supervisor. Milli work hours: Monday, Wednesday, Friday, 10am–5pm.

**Creative Intern Responsibilities & Duties:**

Project Coordination

- Internal task coordination
- Meeting & appointment scheduling
- Creating and distributing detailed meeting agenda & notes
- Coordinating client engagement and interactions
- Reporting & analytics: weekly, monthly & quarterly Social Media Management
- Finding user-generated content / relevant content, creating content cards within project management provided tool (Trello)
- Publishing / scheduling content across various social media & digital platforms (including blogs)
- Managing & maintaining client social channels & Milli social channels
- Monitoring, moderation, escalation and social listening

Content & Creative

- Assisting with content strategy & creation for clients and projects
- Contributing to the creative process for social media, strategy, and design projects

- Participating in creative and strategy sessions through research, consumer and trend insights
- Depending on interest and skill set: supporting in design, photo, video, or copywriting execution

#### Production Assistance

- Production assistance on set and in the lead up / post-production of shoots
- Backing up creative files on Milli drives
- Other various tasks associated with photography and production

#### Milli Internal

- Plan & coordinate team outings
- Other various tasks associated with internal office needs

### **Cultural & Creative Workforce Development (CCWD) Program Responsibilities (w/NWFL):**

- Complete CCWD internship experience surveys
- Attend individual and program check-ins (In-person or virtual, 1 hour every other week)
- Participate in CCWD activities, networking, and team projects

### **Desired Qualifications & Skills:**

- Providing excellent verbal and written communications
- Organized and detailed oriented
- Proactive with assisting and being fully available to all team members
- Proactive and attentive participation in all meetings
- Understanding and working within the Milli framework of balanced independent and teamwork environments
- Providing proactive feedback for process and production improvements/support needs while receiving and accepting feedback from teams, clients, and managers
- Understanding the concept of "Internal Clients" and managing relationships with other teams and personnel including basic collaboration and listening
- Being in the office during office hours unless communicated and approved of by manager
- Moving between tasks and undertaking unfamiliar tasks as needs come up in a small agency environment

### **Learning Outcomes:**

- Hands-on experience in content strategy development and content creation for clients and projects

- Building collaboration skills by working with the Milli team to develop and strategize relevant content over Milli social channels

**Applications will be reviewed as they are submitted. Interviews will begin in late January 2023. Position is open until filled.**

Do not hesitate to apply or reach out if you have concerns about skill level with the above listed responsibilities. There is a lot of room to make this internship your own and grow your skills. Please email [internships@nwfolklife.org](mailto:internships@nwfolklife.org) for any questions

**HOW TO APPLY:**

- **Please submit a statement of intent (2-3 paragraphs) which includes:**
  - Your interest in creative careers and skills
  - Who you are, and how you think this internship will help you
  - What is most exciting to you about taking part in this internship
- **Please submit materials to [internships@nwfolklife.org](mailto:internships@nwfolklife.org)**
- **SUBJECT LINE: Milli Internship**
- Resume and cover letter are appreciated, but not required to apply
- If hired, candidates will need to complete the I-9 and provide other employment documentation to Northwest Folklife

*All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, or any other protected classification, in accordance with applicable federal, state, and local laws. By applying for this position, you are seeking to join a team of hardworking people dedicated to consistently delivering outstanding service to accomplish Northwest Folklife's vision and mission. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Northwest Folklife is a 501(c)(3) nonprofit organization.*