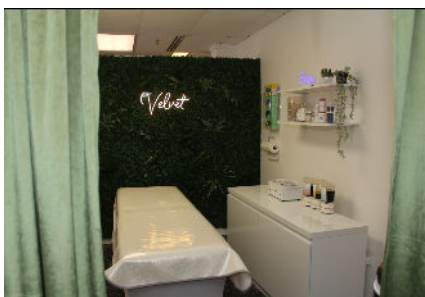




*Velvet Wax & Beauty is currently seeking interns for our **Spring, Summer and Fall Internship Opportunities.** Velvet is seeking 1 Customer Experience, 1 Social Media and Marketing Intern and one Finance or Accounting Intern for a 12 week period.*



All internships for Velvet Wax & Beauty are for credit however, paid positions may be available based on performance during or by completion of the internship. The internship will allow the individuals to gain valuable experience with a professional organization for their future in beauty, communications and/or the marketing industry.

Hours can be flexible to accommodate school and/or work schedules. Applicants should submit their resume and contact information to Montrelle Green at [info@velvetwaxandbeauty.com](mailto:info@velvetwaxandbeauty.com).

**Social Media/Marketing:** Velvet Wax & Beauty is looking for a social media intern to support the management team with overall marketing initiatives. The social media intern will create the social media content, emails and general marketing deliverables.



#### Job Duties:

- Use photos, videos and web content to create interesting posts on a daily basis.
- Assist in real-time social media promotion during events or deal days
- Track, monitor, and engage with customers online
- Track and monitor analytics on multiple platforms and within Google Analytics
- Create and track social media campaigns.
- Draft and Edit Email Messages
- Support live events
- Other duties and projects as assigned.



Qualifications:

- Current Student or Prospective College Student
- Strong awareness of social trends
- Ability to proficiently and creatively use Twitter, TikTok, Instagram and Facebook
- Strong interest in the beauty industry and/or aesthetics is a plus, but not necessary.
- Ability to work well independently and on deadline
- Must have a computer and a phone

**Retail Merchandising and/Customer Experience Intern:** Will report directly to the Owner. This intern will help with the product inventory as well as development of key products which will be on retail in-store and online. Furthermore, the Guest service intern will brainstorm ideas for product packaging and labeling, help plan and execute special events and Open Houses and Work towards making the customer experience better overall.

Other Possible Internship Duties:

- Research product chemistry
- Facilitate the design of product labeling
- Provide user-experience feedback on website navigation
- Analyze social media to determine how to better engage customers
- Devise plans to market Velvet at local events.
- Plan and execute open-house events
- Brainstorm promotional ideas for local College Students

Qualifications:

- Current Student or Prospective College Student
- Strong awareness of social trends
- Ability to proficiently use social media
- Strong interest in the beauty industry and/or aesthetics is a plus, but not necessary
- Ability to work well independently and on deadline
- Must have a computer and a phone
- Efficient with research



This internship is available for college credit only. Please submit your resume and any school required documents to [info@velvetwaxandbeauty.com](mailto:info@velvetwaxandbeauty.com)

**Accounting/Finance Intern:** Support Velvet in the tax filing process, processing weekly pay stubs, revising financial systems, developing a bonus structure based on commission and retail service incentives and supporting the completion of grant and commercial loan applications.

### Qualifications

- Accounting or Finance Major
- Experience in Payroll system implementation or delivery
- Experience creating excel formulas
- No beauty/social media or salon interest or experience required.

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