

# 20 a-m productions, llc

The parent company of Share My Story & 20 A-M COMMUNICATIONS

407-917-20AM (2026) • ShareMyStory.biz • 20A-M.com

P.O. Box 915671 • Longwood, Florida • 32791

## **COMMUNICATIONS, MARKETING, & MULTIMEDIA COORDINATOR [INTERN] POSITION -- JOB DESCRIPTION**

The Communications, Marketing, & Multimedia Coordinator position with 20 A-M Productions, LLC is an intern and/or entry-level position, focused on the aspects within public affairs, marketing, advertising, traditional and social media, general and crisis communications, design, publications, and event and brand management.

As this role encompasses numerous duties and responsibilities, it is NOT expected for one person to adequately fill them all. Duties of the aforementioned responsibilities will be assigned based on each intern's/employee's strengths, along with their desire to learn additional skills.

### **JOB SUMMARY:**

The primary role of the Communications, Marketing, & Multimedia Coordinator [intern] is to assist 20 A-M Productions, LLC [20 A-M COMMUNICATIONS and Share My Story] with production work and/or design and/or social media and/or event management and/or research, among other communication-related tasks.

For those geared towards media relations and social media, as well as marketing, advertising and brand management, you must enjoy writing.

Those focused on publications [graphic design], you must enjoy creativity – but also be understanding to a client's needs.

Those filling this role/these roles will be creative, talented, eager, and hard-working. But they must be willing to learn, because learning on the job is expected. You must want to further your education. You must want to hone your professional skills. And you also must be willing to fail – as long as you learn from it.

### **DUTIES AND RESPONSIBILITIES:**

- Work directly with clients to understand their needs, concerns, projects, deadlines, etc.
- Research media outlets for respective pitches and press release distribution
- Research potential client opportunities online with daily searches
- Review daily media inquiries for potential expert articles
- Potential video production
- Create social media content

- Provide assistance to members of the press at various events
- Post social media content
- Develop and coordinate publicity and other communications support related to clients/events/programs
- Potentially write blogs and/or press releases and/or stories of clients
- Attend respective client events, and promote them throughout
- Represent 20 A-M at community events and gatherings
- Participate in conferences/workshops/trade shows, representing client(s) and/or 20 A-M
- For graphic designers:
  - Edit photos
  - Produce marketing collateral, event and brand signage
  - Prep files for print production
  - Produce graphics
  - Produce, design, and/or select art or photography for publication
  - Potential video production
  - Logo creation, branding, visual design
  - Develop photographs, advertising, and direct mail materials for clients/20 A-M
  - Quality control
- Perform other related duties, as assigned

**TIME, EQUIPMENT REQUIREMENTS AND PAYMENT:**

Time requirement is based mainly on 1) your class/life schedule, 2) which of the aforementioned role(s) you will be handling for 20 A-M, 3) respective client deadlines, and 4) respective events that we are promoting/covering.

20 A-M Productions, LLC is a Central Florida home-based company in Longwood, Florida, that has clients throughout the state. This role will be focused on the immediate 5-county area of Central Florida, unless otherwise agreed by both/all parties.

Those filling this role will work in their own respective space, e.g. home, school, library, coffee shop, etc. They will be required to consistently update 20 A-M leadership, both in-person [when schedule(s) allow], via email, and over the phone. Communication is crucial to this role's success.

Personal computer / laptop is required. If filling graphic designer role, you must have your own access to Adobe products [such as Photoshop, Illustrator, InDesign, etc.] or Publisher 2016. Experience with Microsoft Office [Word, PowerPoint, Excel, Publisher, etc.] a plus.

20 A-M will pay a stipend of \$200 per calendar month or \$40 per 7-day week.

**MINIMUM ACCEPTABLE QUALIFICATIONS:**

- Current college / university student OR recent graduate, having taken – or taking – course work pertaining to public affairs, marketing, advertising, traditional and social media, communications, design, publications, brand management, and/or event management
- Positive attitude

- Excellent communication skills, both oral and written
- High degree of tact, patience, and an ability to get along with others
- Willingness to learn
- And an understanding that you know that there is much learn

**ADDITIONAL DESIRABLE QUALIFICATIONS:**

- Really, really good at all of those listed above

**ABOUT US:**

20 A-M Productions, LLC is the parent company of 20 A-M COMMUNICATIONS and Share My Story. 20 A-M COMMUNICATIONS is a public relations agency specializing in media & public relations, social media, marketing, publication design, event and brand management, and crisis communication. Share My Story writes the stories of couples, individuals, businesses, seniors, veterans, and families – and then beautifully designs them so they can be proudly displayed in one’s home and/or office, to ensure that our life’s stories and legacies are told and preserved. Email CEO Michael Laderman at [Michael@20A-M.com](mailto:Michael@20A-M.com) or visit [20A-M.com](http://20A-M.com) and [ShareMyStory.biz](http://ShareMyStory.biz).

Job Description Effective Date: 2/24/17