

We are offering a 4 month internship for both graduates and undergraduates at 2 fair info.

(Note, we are open to negotiations regarding the duration of the internship.) 2Fair Info is a digital content agency located in Limerick city in Ireland. We are offering positions in the following areas:

Music technician, Multimedia designer, Marketing assistance and editor assistance.

Below is a job description on each of the positions mentioned.

The positions are unpaid.

Music technician (music media & performance technology)

- * Confer with producers, performers, and others in order to determine and achieve the desired sound for a production.
- * Mix and edit voices, music, and taped sound effects for live performances and for prerecorded events, using sound mixing boards.
- * Record speech, music, and other sounds on recording media, using recording equipment.
- * Regulate volume level and sound quality during recording sessions, using control consoles.
- * Reproduce and duplicate sound recordings from original recording media, using sound editing and duplication equipment.
- * Separate instruments, vocals, and other sounds, then combine sounds later during the mixing or post-production stage.
- * Set up, test, and adjust recording equipment for recording sessions and live performances; tear down equipment after event completion.
- * Synchronize and equalize pre recorded dialogue, music, and sound effects with visual action of motion pictures or television productions, using control consoles.
- * Create musical instrument digital interface programs for music projects, commercials or film post-production.

Multimedia Designer (Digital Media & Design)

Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as videos, and commercials. Human Resource Assistance

- * Maintain connection with the freelancer from overall the globe, second language is advantage but not required.
- * Assist with day to day operations of the HR functions and duties
- * Provide clerical and administrative support to Human Resources executives
- * Compile and update employee records (hard and soft copies)
- * Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- * Coordinate HR projects (meetings, training, surveys etc) and take minutes
- * Deal with employee requests regarding human resources issues, rules, and regulations
- * Communicate with public services when necessary
- * Properly handle complaints and grievance procedures
- * Coordinate communication with candidates and schedule interviews
- * Conduct initial orientation to newly hired employees
- * Assist our recruiters to source candidates and update our database

Marketing Assistant

- * Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities
- * Support marketing executives in organizing various projects
- * Conduct market research and analyze consumer rating reports/ questionnaires
- * Employ marketing analytics techniques to gather important data (social media, web analytics, rankings etc.)
- * Update spreadsheets, databases and inventories with statistical, financial and non-financial information
- * Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success
- * Prepare and deliver promotional presentations
- * Compose and post online content on the company's website and social media accounts
- * Write marketing literature (brochures, press releases etc) to augment the company's presence in the market
- * Communicate directly with clients and encourage trusting relationships

Editor Assistance

- * Prepare, rewrite and edit copy to improve readability, or supervise others who do this work.
- * Read copy or proof to detect and correct errors in spelling, punctuation, and syntax.
- * Allocate print space for story text, photos, and illustrations according to space parameters and copy significance, using knowledge of layout principles.
- * Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements.
- * Verify facts, dates, and statistics, using standard reference sources.
- * Review and approve proofs submitted by composing room prior to publication production.
- * Develop story or content ideas, considering reader or audience appeal.
- * Oversee publication production, including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements.
- * Confer with management and editorial staff members regarding placement and emphasis of developing news stories

If you have any queries please do not hesitate to contact us.

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