**Michelle Koechle Photography** is looking for a responsible and passionate intern for a summer and fall semester internship working 10 hours per week. As a Michelle Koechle Photography intern, you will learn directly how a small, startup business is created and maintained, the ins-and-outs of a wedding and portrait photography workflow and the new uses of social media in small business marketing. Internship is unpaid but we will provide a letter of recommendation at the end of the internship period provided you do good work. This is also a great opportunity to get a professional reference on your resume.

**Preferred skills:**

- Strong writing skills
- Experience working with Mac computers
- Understanding of photo technology
- Honesty
- Organizational skills
- Strong understanding of social media
- Knowledge of lighting equipment or willing to learn
- A silly sense of humor

**What you'll do:**

- Write occasional blog posts with smart and relative content
- Help to maintain our social media platforms
- Research the best possible publications for Michelle Koechle Photography
- Upload and organize photos
- Email clients and vendors as needed
- Help to create marketing materials
- Some menial office tasks such as printing, filing and scanning receipts
- Help to generate ideas to better the business
- Assist on some photo shoots and weddings to help carry equipment and set-up off camera lighting

For more information or to apply, email Michelle Koechle at [michelle@michellekoechle.com](mailto:michelle@michellekoechle.com). You can also visit our website at [www.michellekoechle.com](http://www.michellekoechle.com) for more information about us.