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## Summer 2011 Internship Program

La Belle Agency is a full-scale beauty and fashion boutique agency located in Denton, Texas servicing the Dallas/Fort Worth area. Representing experienced make-up artists, licensed hair stylists and knowledgeable wardrobe stylists we are becoming one of the most recognizable agencies for North Texas. Our primary focus is to provide exceptional beauty services to brides while booking our stylists for print, film, celebrity and television positions.

As an intern with La Belle Agency you will gain hands-on experience in many aspect of our business. While booking our stylists for various positions we also develop print related projects and handle fashion related events. Our summer internship is great for students who have a background in fashion, beauty, or marketing. At La Belle Agency we only want passionate and hard-working interns who can learn quickly and can react immediately to changes.

Interns will work closely with an experienced agent who is also a celebrity wardrobe stylist. You will develop an understanding of how the fashion industry works from the agency side and what it takes to excel beyond a basic portfolio.

Duties include:

- Responding to customer inquires
- Preparing daily submissions for bookings
- Attending events
- Handling and organizing portfolios
- Scheduling and verifying appointments
- Coordinate photo shoots
- Review new stylist submissions
- Document events for social media outlets

Qualified candidates will be:

- Punctual
- Pleasant
- Well dressed
- Able to multi-task
- Responsible
- Self-motivated
- Results-driven
- Ability to work independently

Required projects depending on your major:

- Merchandising Majors – Required to organize two beauty/fashion photo shoots during your internship (details given during your interview)
- Marketing or Business Majors – Required to organize one successful beauty event during your internship (details given during your interview)

Candidates should display strong written and verbal communications skills, as well as an eagerness to learn. Candidates must also possess excellent computer skills and good organizational skills. **Resumes and cover letters will be accepted April 15, 2011 to April 30, 2011.** Email: [admin@labelleagency.com](mailto:admin@labelleagency.com). Candidates may not call.