



## BUSINESS AFFAIRS INTERNSHIP

### Hailstorm Overview:

Hailstorm's mission is to provide a modern, strategic, on demand Business Affairs resource, focused solely on creative problem solving and driving brand successes. We partner with advertising agencies across the US and work directly with brands like Amazon, Google and Pinterest. We are committed to elevating the practice of business affairs and continuously modernizing the way we work.

### Internship Overview:

Our dynamic 10-week summer internship program provides interns with a hands-on opportunity to gain invaluable experience within the creative industry of marketing and advertising. During the internship program, Interns will be integrated into client campaigns, providing day-to-day support to the teams, and will be assigned an "Intern project" to be presented at the internship's conclusion. Interns will gain a deep understanding of the Business Affairs role, how it is incorporated into various companies and what it takes to be successful in the career.

### Learning Opportunities will include:

- Understanding of the role of BA and how it relates to other roles within the workflow of a production
- Basic understanding of talent casting/negotiation, estimating and contracting
- Review of creative for legal, network, regulatory and PR considerations
- Trademark research and basic intellectual property principles.
- Fundamentals of production including understand bids, contracts and insurance
- High level overview of the SAG-AFTRA commercials contract
- Music licensing 101
- Talent payments and rights tracking
- AI in advertising

### Hands On Experience will include:

- Assisting with the setup of digital project folders in Google Drive
- Creating and updating project trackers and status trackers
- Helping with talent casting specs, session estimating and preparing talent contracts
- Helping to prepare production contracts and insurance declarations
- Assisting with music, celebrity and content research for licensing
- Vetting Influencer/Creators and building trackers
- Assisting with processing talent contracts and creating completion reports
- Assisting with network clearance and feedback docs
- Populating and maintaining asset trackers
- Take meeting notes as needed and write recaps
- Participate in writing Hailstorm "Hail Know".



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### Intern Qualities:

We are seeking someone who is a driven, curious, detail-oriented, left *and* right brain thinker with a love of culture, a great sense of humor and a kind heart. This position is remote and will require an individual who is highly self-motivated and has a well-organized home workspace.

### Preferred Skills/Qualities:

- All things Google Workspace (especially Docs, Sheets, Slides)
- Microsoft Office (especially Word) and Adobe
- Super into the details and crazy organized
- Self-motivated and proactive learner
- Savvy researcher
- A great communicator both verbal and written
- Geeky about learning about IP and advertising law
- A 'culture vulture'
- Good on a team

### Internship and Application Details:

- Duration: June XX- August XX (10 Weeks)
- Hours: 40 hours per week (Monday-Friday)
- Compensation: Competitive hourly rate of \$25 per hour.
- Location: Remote, with availability to work either East Coast or West Coast hours.

To express interest in Hailstorm's internship program, please fill out [this form](#) by March 23, 2026.