



**MANTAPPU TOMODACHI
INTERNSHIP PROGRAM
BATCH 4**

What is MTIP?

Mantappu Tomodachi Internship Program is a 6 month internship program from Mantappu Corp. for University Student & Fresh Graduate, that focuses on giving experiences needed to develop a future-ready Tomodachi.



MTIP #4 IS NOW OPEN!

Private and confidential



Registration Flow

Open Registration:
28 December 2022 -
1 January 2023

Intern Period:
January 2023 - June
2023

Open Registration

CV Review

Hiring Task

HR Interview

User Interview

Announcement

Onboarding

HOW TO APPLY?

1

Select the **form** based on what **role** you want to apply.

Fill the form and **submit** your CV.

Deadline:

Sunday, January 1st 2023.

2

What you need to prepare:

- **CV** in pdf format
- **Portfolio** for those who applied to Graphic Design & Video Editor role (upload it on your **Google Drive** & make sure the link is accessible)
- **Introduction video** (2 mins) that contains: **introduction** & tell us your **background** or **experience** and share your **perspective** about **content creator** or **influencer industry**.

3

Our HR team will be in touch with you for the further recruitment process, so please check your email regularly :)



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FAQ



For the introduction video, do I need to speak in English?

No, you don't have to speak in English. Just speak in any language you feel comfortable with.



Do I need to edit the introduction video?

No, you don't need to edit your introduction video.



Do I have to submit my CV in ATS format?

No, we also accept non-ATS formatted CV.



Can I apply to more than 1 role?

Yes you can! Just fill each role registration form you're interested with.

FAQ

I'm a fresh graduate, can I still joined MTIP?

Yes you can! MTIP is open for **university students (D3/S1)** from **any major** and **fresh graduates** now!

I don't have an internship experience, is that ok?

That's totally fine, you can get your first experience with us.

Is this a paid internship?

Yes, this is a paid internship.

Private and confidential



FAQ



Is there a full WFH role?

For now, only Video Editor and Graphic Design position that can work fully from home.



How many times do the positions that work from office need to come in a week?

It depends on the division need. But don't worry, you can communicate with your user for your WFO schedule.



If I live outside Java Island, can I apply to WFH positions?

Yes you can!

MTIP #4 REGISTRATION FORM



Content Writer Intern

Requirements

- The ability to self-manage & prioritize tasks.
- Preferably from students in Mass Communication, Journalism, Advertising, and other related communication fields.
- Have a passion for creative writing and storytelling.
- Excellent writing and editing skills in Bahasa Indonesia.

Responsibilities

- Working closely with our talent and creative team.
- Developing content for blogs, articles, social media, and company websites.
- Coordinating with our creative team to produce the article.

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Creative & Public Relation Intern

Requirements

- The ability to self manage & prioritize tasks.
- Highly interested with social media activities.
- Good knowledge in various social media tools, terms, and applications.
- Good knowledge in current social media trends.

Responsibilities

- Research up to date campaign for social media.
- Analyze our talent's social media platforms.
- Planning and developing content program for our talents.
- Collaborate with Creative Team & Project Team to create creative campaigns.

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Graphic Design Intern

Requirements

- The ability to self manage & prioritize tasks.
- Experienced in social media content creation.
- Strong eye for aesthetic visual composition.
- Able to translate a design brief into visual outcome.
- Able to operate Adobe Photoshop.

Responsibilities

- Create design for Mantappu Corp's social media
- Designing and developing a range of digital and creative visual content.
- Ensuring brand consistency throughout various projects.

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KOL Intern

Requirements

- The ability to self-manage & prioritize tasks.
- Highly interested in the industry of content creation, influencers, and digital marketing.
- Capable of writing in Indonesian and English.
- Have passion and a good understanding of social media and influencer marketing.

Responsibilities

- Research and identify KOL across multiple digital platforms and build a creator network for different categories on social media.
- Maintain a good relationship with KOL/influencers and talent management
- Developing and implementing a communications strategy to communicate and engage all communities regularly
- Working closely with the Strategic Planner and Partnership Team

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Partnership Intern

Requirements

- Knowledge of market research, trend, sales and negotiating principles
- Have a good understanding in utilizing Google Workspace
- Assertive communication/presentation skills and ability to build relationships
- Organizational and time-management skills
- Initiative and passionate

Responsibilities

- Together with our core team, execute end-to-end projects with our clients, which are brands and agencies.
- Coordinate with multiple stakeholders within Mantappu Corp.
- Conducting Research to support campaign planning in achieving the client's objectives and goals
- Work closely with our talents

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Project Intern

Requirements

- The ability to self manage & prioritize tasks
- Highly interested in the industry of content creating, influencers, and digital marketing
- Able to deeply analyze client's brief
- Has a strong attention to detail
- Highly initiative in many aspect especially in handling projects and helping the user
- Has a good communication and negotiation skills
- Familiar with fast pace environment
- Has a good administrative and problem solving skills
- Has a good personality
- Preferably last year student / fresh graduate

Responsibilities

- Together with our core team, execute end-to-end projects with our clients and talents, not limited to the administration stuffs, but also for the project's execution
- Coordinate with multiple stakeholders within Mantappu Corp. especially with the Project Managers in handling projects
- Create creative storylines/content ideas for talents according to the given brief from clients
- Help manage and organize talent's insights and analytics reports
- Responsible to remind Project Manager to ensure all projects in line with the schedule

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Strategic Planner Intern

Requirements

- The ability to self manage & prioritize tasks.
- Highly interested in the industry of content creating, influencers, and digital marketing.
- Capable of writing in Indonesian and English.
- Have passion and good understanding of social media and influencer marketing.

Responsibilities

- Identify client's needs and developing the whole idea for the activation campaign based on target KPIs
- Research and build consumer digital behavior insight and trends;
- Establishes, manages, and maintains the creative directions and goals for specific projects.
- Working closely with the Project Teams, KOL Team, and Partnership Teams

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Video Editor Intern

Requirements

- The ability to self manage & prioritize tasks.
- Skills in video editing software & design (Premiere, After Effects, photoshop, and some more).
- Keep up with the video trends on social media.

Responsibilities

- Plan and create video ideas.
- Provide video editing services for our social media.
- Working closely with our graphic designers and social media team.

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