



At &Barr, it's not what we do, it's why we do it. Your purpose should be why you thrive from day-to-day; therefore, this job description is designed to outline primary duties, qualifications we look for, and job scope, but not limit you to the description identified. It is our expectation that team members offer their services wherever and whenever necessary to ensure we are the agency of choice for both great brands and top talent.

WHAT YOU'LL BE DOING

As a Public Relations intern, you will be an extension of the PR team and an integral component of the agency's client services and operations. This internship will also provide you with opportunities to develop professional skills, create work samples for portfolio use, and learn the role of PR within an integrated agency.

- Attend, engage, and participate in internal meetings
- Support media relations, including the preparation and distribution of media materials (press releases, media alerts, etc.)
- Media list research and development
- Assist with media monitoring and reporting for multiple clients
- Writing/editing of internal and external communications
- Support internal and external event planning and management
- Assist in conducting secondary research for clients
- Support development and implementation of client Corporate Social Opportunity (CSO) programs
- Assist with community relations activities
- Consistently demonstrate sound judgement and thoughtfulness, in accordance with Agency's mission, vision, and values and never sacrifice quality for speed

QUALIFICATIONS

- 3.0 GPA or higher and a junior or senior (i.e., must have completed two full semesters of courses in your college)
- Journalism, Communications, or Public Relations major
- Excellent writing and editing skills
- Proficiency in Associated Press (AP) Style
- Strong organizational and communication skills
- Ability to multitask and meet deadlines
- Working knowledge of OS X, Microsoft Office
- Enthusiasm for Public Relations and related fields
- Professional appearance and conduct

HOURS

- Average 16-24 hours per week for 12-14 weeks
- This is an unpaid, semester-long internship

APPLICATION REQUIREMENTS/DEADLINES

Applicants are encouraged to apply as early as possible for consideration.



LIKE WHAT YOU HEARD? LET'S TALK. CONTACT
Erin.Pagan@andbarr.co