



Year-Round Internship Projects

Public Relations & Editorial

Public Relations & Editorial Internship

ArtsQuest is seeking a dynamic Public Relations and Editorial intern to assist the Sr. Director of Communications with press releases and a variety of other tasks and projects. Students should be studying communications, journalism, marketing, or a related field and must have strong writing capabilities. This is a great opportunity for students to learn about PR for a nonprofit organization as well as how to interact with members of the media. This internship is offered year round.

Responsibilities may include:

- Writing press releases, media advisories, and articles for internal and external publications
- Reviewing performances and interacting with members of the media leading up to and at events
- Assist in the execution of surveys
- Schedule and coordinate speaking engagements, appearances, photo shoots, and other special events
- Interns are required to work at least **16-24** hours per week or as needed to fulfil credit requirements

Qualifications:

- Must be enrolled in a full time undergraduate or graduate degree program with the ability to earn credits for this internship
- Strong written and verbal communication skills are must
- Ability to set and adhere to strict deadlines and operate in a fast paced environment
- Prior experience writing for publication is a plus
- An interest or passion for the arts

If you are interested in one or more of the internships listed above, please include your Accounting GPA, and follow the **Application Instructions, Selection Process and Timelines** and **FAQ's** posted on our website at www.artsquest.org/info/internships for all the details for qualifying and applying.