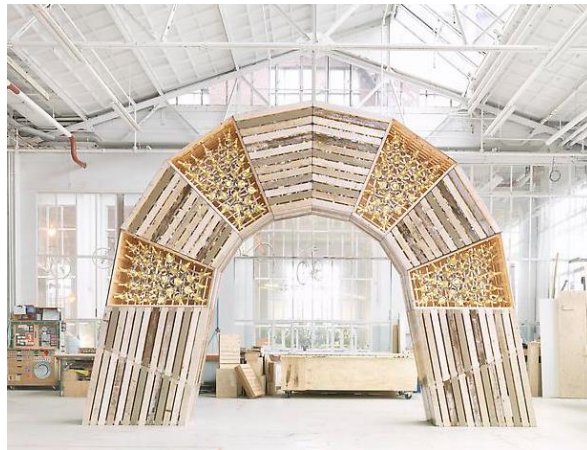


Media Relations at an Arts & Culture Marketing Company in New York, NY

Host Company ID: I-0496363



Internship Duration: 3 months minimum preferred (*unpaid*)

Monday thru Friday from 10 am-6 pm and later as needed

Company:

Founded in 1995 by Sara Fitzmaurice with offices located in New York City and Los Angeles, we are a leading strategic communications, marketing, audience development, and events firm specializing in contemporary arts and culture. The firm represents a diverse, global roster of clients including leading museums, art fairs, galleries, and cultural organizations, as well as celebrated corporate brands that support the arts.

We offer integrated public relations and marketing campaigns that include media relations, reputation and crisis management, social media strategy, strategic partnerships, brand messaging and positioning guidance, thought leadership, influencer engagement, audience development initiatives, and innovative events.

Internship Position:

We are seeking an organized and dedicated intern to join the media relations team. He or she will be responsible for day-to-day account support, and assist with tracking coverage, researching press contacts and maintaining the press database, writing pitches and other press materials and office administration for various arts and culture clients. The ideal candidate will have strong verbal and written communication skills, be extremely detailed, a hard worker and passionate about the arts. This internship offers an introduction to the fast-paced world of public relations for international and world-renowned art clients through Q&A workshop with senior and junior teams, writing sessions, and invitation to art exhibition openings. If this is of interest, the internship also offers the opportunity to assist with Event, Marketing/Audience development and Social Media departments.

Requirements:

- Current college students, graduate students or recent graduates in the field of public relations, communications, or fine arts, preferably with experience in a PR firm or in the PR office of a Museum or arts organization
- Independent self-starter; ambitious hard-worker
- Strong written and verbal communications skills
- Excellent organizational skills
- Mac-savvy
- Technical skills: Microsoft Word, Excel, Outlook, Photoshop, Powerpoint, Vocus, Salesforce.com, and Bill4Time
- Knowledge of social media marketing
- Foreign language skills a plus