

MOORE COLLEGE OF ART & DESIGN

Position: Public Relations & Administrative Intern

Responsibilities:

- Assist with reporting, writing and proofing of short pieces for the College magazine
- Assist with reporting, writing and posting news, feature stories or calendar items to the website
- Assist with generating story ideas
- Assist with photography at events and in the classroom
- Assist in developing and updating public relations resource manuals (media contact list, PR packets) and writing occasional press releases and calendar announcements.
- Perform other administrative tasks as necessary, including filing newspaper clippings, researching media contacts, preparing media reports, faxing media releases and reviewing newspapers, magazines and blogs for Moore mentions.

Qualifications:

- Must be actively enrolled in or a recent graduate of a university public relations, marketing, communications, journalism, English or other related program
- Ability to undertake basic public relations writing assignments, such as press releases, calendar announcements and public service announcements
- Understanding of basic media relations skills
- Ability to interact professionally with students, faculty and staff
- Good judgment
- Knowledge of Microsoft Word, Excel and Outlook
- Knowledge of Photoshop preferred but not required
- Knowledge of Meltwater a plus
- Good communications and time management skills
- Ability to work in a fast-paced, deadline-driven office

To Apply:

Please send a cover letter, resume and writing sample to Mellany Armstrong, Associate Director of Communications, Moore College of Art & Design, 1916 Race Street, Located on the Parkway, Philadelphia, PA 19103-1179; or email marmstrong@moore.edu.

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