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# Example of PR Intern Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of PR intern. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for PR intern

* If applicable, may assist with organizing & executing domestic press conferences, trade shows, multi-media presentations and meetings, licensee meetings, divisional update meetings and special events
* Assists with obtaining product for WBCP Product Placement efforts
* Orders broadcast media clips from WBCP’s video monitoring service and works with the dubbing facility to get tapes copied on an as-needed-basis
* Help develop new content ideas based on holidays, industry trends, new products
* Assisting the PR team with the development of press materials, TV bookings and database management at busy weekly and monthly magazines 24/7 interactive websites
* Managing props for television segments
* Online monitoring and reporting on relevant media and brand news
* Creating and updating media lists and databases
* Compiling and organizing press clippings and distributing them company-wide
* Creating and updating awards lists and databases

## Qualifications for PR intern

* Manage PR assets (upload images, videos, press coverage to sharing site for territory teams)
* Key admin user contact for sharing site and assisting with technical support
* Manage interview transcripts
* You must be an undergraduate student studying at degree level or equivalent and looking to undertake a 12 month placement as part of a sandwich course
* Full-time legal relation with a Hungarian university / college is a must
* Affinity to social and online media