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# Example of PR Intern Job Description

Our growing company is searching for experienced candidates for the position of PR intern. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for PR intern

* Interns will have the opportunity to learn, observe and participate in a number of functions within the department
* The Adult Swim PR team supports the day-to-day PR efforts and activities around Adult Swim original programming, specials, tours, events, digital and network initiatives
* Screening daily domestic press coverage for MR PORTER
* Archiving press cuttings and updating cuttings library
* Helping to call back outstanding samples from press
* Assisting with seasonal look book mail outs
* Open jobs and create/revise estimates
* Create new Labor, Client and Product codes for department
* Generate niche/ targeted press lists using Cision for targeted press campaigns
* Learn about maintaining contacts in a Master Press List - How to track the success of a PR show campaign using the appropriate resources

## Qualifications for PR intern

* Collaborative and team-oriented but also able to work independently
* Previous internship experience or relatable extracurricular work preferred
* Strong cinematic background and knowledge of independent film (a plus)
* Comfortable with social platforms such as Twitter, Facebook and Instagram
* Studying in the field of Communications/ Marketing
* Interested in Sports, especially in Football, Running and Motorsports