



Example of PR Intern Job Description

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Our innovative and growing company is looking to fill the role of PR intern. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for PR intern

- Checking RSVP lines, creating special event materials, and other event and talent relations duties as necessary
- General research and clerical duties
- Support our Corporate Communications department ranging from print media to web and social media
- Create English article in a variety of media
- Conduct autonomous research on news and clippings in the music industry
- Contribute your creativity to diverse graphics works and video productions
- Become an expert on our content management system and get to know all aspects of corporate communication
- Liaise with our teams in nine countries all over the world, with our parent company Bertelsmann and with our various suppliers
- Assisting the in-house PR team in ad-hoc office duties and administrative tasks
- Assists in drafting and editing certain press materials, editing marketing decks, assembling/printing briefing books based on experience and evaluation of capabilities

Qualifications for PR intern

- Must be willing to work in Hialeah, Florida and surrounding areas
- Must have the confidence to learn in a fast-paced environment
- Must have excellent organizational skills and very strong attention to detail
- Must demonstrate an appreciation and understanding of the importance of

- Must be a sophomore, junior or senior