

2016 Internship at PAVE Communications & Consulting

PAVE Communications & Consulting seeks an intern for a paid position of approximately 10 hours per week. Candidates must be available for a minimum of three months in the position, beginning April 1. Position pays \$20 per hour, plus \$30 per month towards travel/transit expenses.

We are a full service communications agency focusing on clients in the creative disciplines, working with both non-profit and for-profit organizations to: develop and implement communications strategy; create messaging that supports brand- and project-specific goals; and conduct media relations on behalf of clients. For additional information about the agency, our clients, and our work, applicants are encouraged to visit our website at: www.paveconsult.com.

Interns will have the opportunity to work directly with agency leadership to learn about:

- Communications strategies and planning
- Development and framing of press materials
- How to work with clients, and to understand client motivations
- How to work with media, and to shape and develop stories

Interns will be expected to work with us and to perform a variety of tasks, including:

- Conduct research on media contacts and interests
- Develop press releases, backgrounders, and other communications materials
- Conduct media outreach and follow-up
- Track client news coverage
- Develop a range of communications reports

Candidates should have:

- Prior internship experience
- An interest in pursuing a career in cultural communications
- A strong command of written and spoken English
- Facility with standard office tools and technologies (e.g., Word, Excel) as well as Gmail and Google Docs
- Critical thinking skills and be a self-starter, capable of independent work

To apply, send an email or single page cover letter plus a resume to:
Alina Sumajin, alina@paveconsult.com

We will contact candidates we are interested in meeting. Please do not call to follow-up.