

## **Ringwald Theater Seeks Public Relations Intern**

### **Job Brief**

Non-profit theater seeks self-motivated PR Intern to assist with community outreach, marketing efforts, sponsorship activities and social media campaigns. The right candidate will gain tremendous experience in managing marketing campaigns, community outreach initiatives and developing an earned media strategy. This position offers flexible hours. No prior experience necessary – just a can-do attitude!

### **Responsibilities:**

- Assist with back office edits to the Website
- Create and curate engaging content for social channels and website
- Create and run marketing efforts
- Create and distribute press releases
- Build and update media lists and databases
- Schedule, coordinate and attend various events
- Perform research and market analysis
- Assist with community outreach initiatives, including developing sponsorship collateral and collecting sponsorship dollars
- Assist with some administrative duties

### **Qualifications / Requirements:**

- Strong desire to learn, along with professional drive
- Excellent verbal and written communication skills
- Working knowledge of Google suites
- Solid understanding of different social networks

**Interested parties, please send resumes to: [theringwald@gmail.com](mailto:theringwald@gmail.com)**