



Position: **PR Intern**
Department: Marketing
Reports to: **Director of Marketing**
Status: Non-paid, Average of 10-15 hours per week (varies)

Milwaukee Rep's Marketing Department is offering administrative internships for upper level college students and recent graduates who are pursuing careers in professional theater, marketing, public relations or non-profit administration. Interns have the opportunity to work directly with the Public Relations and Social Media teams, as well as other departments throughout the company. Interns will learn the various strategies and tactics needed for successful press and social media campaigns at a major regional theater company. Summer, semester-long or full season positions are available.

Job duties may include:

- Researching new media contacts to expand current media database
- Maintain clipping files and archiving
- Proof reading show programs and press releases
- Updating and maintaining calendar event listing and posting press releases online
- Assist in planning and staffing PR appearances
- Writing articles, blogs, social media posts when appropriate
- General office support
- Other special projects and duties as assigned

Preferred Qualifications:

- Interest in arts administration, particularly marketing and public relations
- Strong written and oral communication skills
- Sense of humor and ability to brainstorm out of the box ideas
- Proficiency in Microsoft Office, including Word, Excel, Outlook, PowerPoint
- Experience with Facebook, Instagram, Twitter, YouTube
- A self-starter with attention to detail and ability to multi-task

To Apply:

This is an unpaid internship position that can be used for college credit if requested. Regularly scheduled hours preferred. Interns will receive complimentary tickets to Rep productions throughout the duration of the internship. Interested candidates should send cover letter and resume to Director of Marketing Don Rebar at drebar@milwaukeeep.com. Submission deadlines: Fall internships - August 1; Spring internships - November 1; Summer internships - February 15. No phone calls please. For more information, visit www.MilwaukeeRep.com.