



## Check this opportunity out!

**Position:** Public Relations Intern (unpaid, but will work with those needing internship or practicum credit)

**Reports to:** Director of Public & External Relations

**Start date:** January 2012 or May 2012

### **Major Duties and Responsibilities:**

- Researches and drafts press releases. Works with PR Director on other media follow-up as needed.
- Assembles other press materials and press kits as needed.
- Works with PR staff on revision or updating of pressroom content on the Society's website.
- Updates or enhances content on the Society's Facebook page and updates followers of the Society's Twitter account.
- Facilitates getting Society exhibits and events listed on local web portals.
- Maintains photograph and press clipping files.
- Assists with meeting logistics and communication to key media and community partners, as well as Society Auxiliary Groups.
- Performs web and phone research in support of PR projects.
- Provides staffing assistance for both internal and external events as needed.
- Receives training as a Museum docent; gives tours when necessary.
- Performs other duties as assigned.

### **Required Skills and Abilities:**

- Ability to act independently and be a self-starter while operating collaboratively as a team player.
- Strong writing and oral communication skills.
- Proficiency with Microsoft Office.
- Ability to perform multiple tasks.
- Willingness to work occasional evenings and weekends.

### **Education, Training & Experience:**

- Coursework and/or major in Communications, Marketing, History, Public Relations, Business or equivalent.
- Minimum G.P.A. of 3.0
- Junior or Senior standing

**Interested candidates should forward a cover letter, current resume and writing sample (from PR/Journalism coursework, previous internship or a published article) to:**

Bob Sadler  
Director of Public & External Relations  
Detroit Historical Society  
5401 Woodward Avenue  
Detroit, MI 48202

Or by email: [bobsadler@detroithistorical.org](mailto:bobsadler@detroithistorical.org)