



Position: **PR Intern**
Department: **Marketing**
Reports to: **Director of Media Relations**
Status: Non-paid, Average of 12-28 hours per week (varies)

The Rep's Marketing department is offering administrative internships for upper level college students and recent graduates who are pursuing careers in professional theater or non-profit administration. Interns have the opportunity to work directly with the Public Relations team, as well as other departments throughout the company. Interns will learn the various strategies and tactics needed for successful press 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
- Organize and maintain archives
- Help with Opening Night activities including seeing the shows!
- General office support
- Other special project duties as assigned

Preferred Qualifications:

- Interest in arts administration, with an emphasis in PR/Marketing/Journalism
- 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. Please send resume and cover letter to Frances White at fwhite@milwaukeeep.com. The submission deadline for Fall internships is August 24 and November 1 for Spring internship submissions. No phone calls please. Milwaukee Rep is an equal opportunity employer. For more information, visit www.MilwaukeeRep.com.