

Hahn, Texas

INTERNSHIP PROGRAM

Position:

Hahn, Texas - Public Relations Internship

Pay:

Unpaid

Qualifications Sought:

Motivated, organized students who seek an internship at a full-service communications and public relations firm. The ideal candidate will have previous internship experience and will be able to allot a block of time each day they are available for this position.

Schedule:

Interns are required to work 15 to 20 hours per week. Flexible office hours are Monday through Friday, 8:30 a.m. to 5:30 p.m.

Description of duties:

Writing news releases, media alerts and memos, pitching media, conducting client research, media database management, tracking media, assisting in event planning, performing the occasional general office task, and miscellaneous projects that may arise.

Benefits:

Exposure to the workings of a full-service communications, public relations and public affairs firm.

To Apply:

If you are interested please submit your resume with a cover letter and a writing sample to our intern coordinators Shelly Gupta and Megan Whiteside at internships@hahntexas.com or fax to 512.476.7722.

Hahn, Texas traditionally accepts 3 to 4 interns for each spring, summer and fall semester. Interviewing begins two months before the start of each semester.