Off Madison Ave: Public Relations Internship – Fall–Summer

Off Madison Ave is a high-energy, integrated communications agency in Phoenix, Ariz. located just north of downtown Tempe. Named one of the Best Places to Work in Arizona, our clients include Nike, Wet ‘n’ Wild Phoenix, Southwest Human Development, ARCADIS U.S. and many other great brands. We provide services in advertising, public relations, media, graphic design, strategy and Internet marketing.

Are you looking for a fall internship where you can put your creative and strategic mind to the test and thoroughly explore the field of public relations? Do you possess a relentlessly positive and proactive attitude, tremendous writing skills and are up for learning industry best practices in an integrated communications environment? If so, we are looking for you!

We are currently accepting resumes for our fall public relations internship. This is a 30–hour per week, paid position, which are generally scheduled in tandem with the school semester, so January/February through May for spring internships, September through December for fall internships and May through August for summer internships.

By the way...did we mention the perks? You'll get to work with some of the best and brightest in the industry and this internship includes an invitation to our quarterly agency artist reception, all the free snacks you can eat...oh, and access to our “Friday Fun” hour each week!

Think this is the place for you?

You Need:

• To be enrolled in college with a focus in PR, Journalism, Communications or a related field.
• Strong written and verbal communications specific to press release and media relations documents.
• Solid proofreading and editing skills.
• Strong knowledge of AP style.
• Ability to work well in a fast-paced environment.
• Proficiency in Microsoft Word, Excel, PowerPoint and appropriate software programs.
• To think strategically and creatively.
• Ability to work with a team, have fun and love what you do.

You Will:

• Provide day–to–day account support for various agency clients.
• Assist with research and development of databases for various client and agency projects.
• Assist with writing and editing communications materials utilizing your knowledge of AP style.
• Assist with media relations efforts and on-site event participation.
• Continuously monitor current events and news in the public relations/communications field and clients' industries.
• Assist teams with preparation of documents and other needs for client meetings and communications.
• Assist in new business projects by conducting news monitoring and research.

Interested? Check out www.offmadisonave.com and then send your resume to internships@offmadisonave.com. Please write “Fall (or correct term) PR Internship” in the subject line. No phone calls please.

Off Madison Ave. offers the PR internship every semester, so make sure you enter the correct term in the subject line when you email your resume.