Watkins Glen International – Position Description

Position Title: Public Relations Internship
Department: Marketing and Promotions
Supervisor: Elizabeth Mayer, Public Relations Manager

Work Week: 30 – 40 hours
Duration of Internship: Four Months (5/21/2014 – 8/22/2014) (negotiable)

Compensation: $7.25/hour; approximately 40/week

Overview: The primary goal of this internship is to provide the intern with a positive work experience while fulfilling the responsibilities of working with the public relations department and Watkins Glen International staff. The ideal candidate is interested in working a fast-pace environment and uses valuable time management skills to complete assigned tasks efficiently. This internship provides the ideal candidate with a variety of projects and activities to assist and complete independently. The intern must be able to perform duties at Watkins Glen International in Watkins Glen, NY throughout the summer.

Qualifications:

- Excellent verbal and interpersonal skills
- Previous non-academic based writing experience
- Prior sports writing experience is a plus
- Works independently with attention to detail
- Posses time management skills; Works well under pressure
- Minimum of **two** years completed towards a Sports Management or Communications/Journalism degree

Duties:

- Draft assigned Press Releases and Media Alerts
- Assist with the processing of media credentials for all events
- Assist with media outreach and driver media tour schedules
- Provide staff support in the Media Center during event weekends
- Assist with maintenance of www.TheGlen.com

Please answer the following questions in your cover letter:

1. When do you finish your spring semester of classes?
2. What level of public relations writing experience do you possess?
3. What experience do you hope to gain from this internship?
4. What experience do you have with Facebook, Twitter and Pinterest?

Compensation: $7.25/hour; approximately 40/week

Starting Date: May 21, 2014
Ending Date: August 22, 2014

Please email your cover letter and resume to the address below. Resumes will be accepted through Friday, March 14, 2014.

Contact:
Elizabeth Mayer
Public Relations Manager
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