

PUBLIC RELATIONS INTERNSHIP

The GRAMMY Museum, a non-profit institution that explores and celebrates the enduring legacies of all forms of music; the creative process; the art and technology of the recording process; and the history of the GRAMMY® Awards.

Internships with The GRAMMY Museum are for one semester and Interns can work up to 20 hours per week.

The role and responsibilities of the Public Relations Intern will be to:

- Create and assemble press kits that will be used for GRAMMY Week and for other press functions in the museum.
- Maintain the museum's press clippings archive catalog to archive all media efforts within the GRAMMY Museum. Press catalog will be presented to AEG executives.
- Produce and distribute press and promotional materials for exhibits and programs
- Submit calendar and event listings to local media newspaper/online event calendars for upcoming Museum program and events.
- Attend and observe press events and museum programs.
- Perform other communications-related tasks, as needed.

The minimum qualifications to be an Intern include the following:

- Currently enrolled at an accredited college or university while pursuing a degree in Communications, Journalism, Event Planning, Business, or Public Relations;
- Proficient in Microsoft Office programs;
- Ability to multi-task and take initiative;
- Possess strong written and oral communication skills;
- Possess strong organizational and research skills;
- Ability to interact professionally with diverse groups.