



Center for Puppetry Arts  
Marketing Department  
**Marketing/Public Relations Intern  
Internship Opportunity**

The marketing/public relations intern assists the Marketing Director and Public Relations Manager in day-to-day activities. This internship will provide the intern with valuable, real-world experience, as well as providing the Center with additional manpower.

The intern will work at least 15 hours per week during the current quarter/semester, for a minimum of 150 hours. Those hours may be worked in any combination at the discretion of the intern and the supervisor.

The intern must be organized, motivated and detail-oriented, and possess strong writing skills. If in college, the intern must be majoring in a communication-related field with a GPA of at least 3.0. Non-college applicants will be considered if they can demonstrate a real interest/need in gaining experience in the field.

The intern is considered an integral part of the Marketing/Public Relations department, and as such, their ideas and input will be valued.

Payment will be the items produced that the intern can put into their portfolio, as well as real-world work experience. In addition, the intern will receive 4 free tickets to all family performances, and 2 free tickets to all adult performances during their internship, as well as a 20% discount in the Center's Museum Store. Interns completing the full requirements of the internship will also receive a \$200 stipend.

At the end of the internship, the intern will fill out a written evaluation of the program, and the intern's supervisor will fill out a written evaluation of the intern's abilities and progress. The supervisor can be used as a reference for future job search.

The main duties of the marketing/public relations intern will be (in order of importance):

- Assist with the writing of press releases, captions, newsletters, coupons, ads, etc. as needed, as well as distribution
- Assist with developing marketing plans to promote upcoming performances and events
- Clip press mentions of Center in various publications
- Maintain the Center's Web site
- Write, design and distribute the Center's monthly e-Newsletter
- Assist with event set-up and breakdown (as needed)
- Assist with miscellaneous special projects
- Organize and file archival slides and photos
- Other duties as assigned

To be considered, please mail your resume, along with a letter of interest and writing samples to:

Marketing Department  
Center for Puppetry Arts  
1404 Spring Street, NW  
Atlanta, GA 30309

Or fax to: 404.873.9907. Or email to: [shannonfrye@puppet.org](mailto:shannonfrye@puppet.org). No phone calls please.

Center for Puppetry Arts • 1404 Spring Street, NW at 18<sup>th</sup> • Atlanta, GA USA 30309-2820  
Ticket Sales: 404.873.3391 • Administrative: 404.873.3089 • Fax: 404.873.9907 • [www.puppet.org](http://www.puppet.org)

Vincent Anthony, Executive Director • Headquarters of UNIMA-USA