INTERNSHIP DETAILS AND REQUIREMENTS

Summary of Position
The Andrews Agency is looking for a bright, eager, rock star student or recent graduate to join our team for the semester as an intern. Responsibilities include public relations planning support, event support, social media content creation and scheduling, writing assignments, building and updating media lists, research projects, and various administrative and organizational tasks.

Qualifications
Our ideal candidate would possess strong writing skills, have the ability to manage multiple tasks with attention to detail and be a team player. The position is ideal for a junior or senior majoring in marketing, communication, public relations or media, or a recent graduate of a related field. Previous internship experience, as well as proficiency in graphic design, is helpful but not required.

Compensation
The position is unpaid, but will provide meaningful experiences and relationships for an individual interested in pursuing a career in public relations or communications. We are willing to provide documentation needed in order to receive course credit.

About Us
The Andrews Agency is a full-service public relations and marketing firm located on Music Row in Nashville, Tenn. We are a small and mighty staff that works in a fast paced, dynamic setting to provide our clients with exceptional results. Some of our current clients include Iroquois Steeplechase, The Lipman Group, Messer Construction, Carnton Plantation, Carter House, The Palm and Bavarian Bierhaus. For more information about The Andrews Agency, visit www.andrewspr.com.

Contact Information and Application Procedure
Interested applicants should send a resume, relevant writing samples, three references and semester availability/preferred work schedule to: Juliann@andrewspr.com. Please, no phone calls.

About The Andrews Agency

The Andrews Agency is a full service public relations, marketing and event management firm. Founded in 1990, our goal is to develop and execute the needs of our clients. The synergy of the company comes from a true understanding of the public relations business and how it interfaces with a variety of clients from retail to restaurants and entertainment to non-profit. Our services include content creation, media relations, website planning, community relations, strategic partnerships, marketing, consultation, event planning, social media strategy and graphic design.