

Tuesday, November 27, 2012

Performing Arts Publicity Firm Seeks Interns!

eja@ejassociates.org or fax to (212) 397-1102

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Ellen Jacobs Associates is currently seeking Digital Media, Publicity, and Journalism Interns Fall 2012 and Spring, 2013.

EJA is a small firm that thinks big, thrifty, feisty, and far into the future. Gifted with intellectual and graphic wit, the EJA staff is a passionate talented team of writers, publicists and artists known to slip under closed doors in an effort to convince the skeptical. Such acrobatic skills reflect our commitment to the arts, their supporters, and our respect for each client's singular vision. We believe that the originality and intellectual substance of stories are critical to distinguishing and enhancing the reputation of our clients. This belief continues to be borne out in the hundreds of stories that appear on our clients in the print, electronic and digital media each year.

Interns at Ellen Jacobs Associates will be immersed in a creative and supportive work environment, with the opportunity to deepen their knowledge of the performing arts and publicity on a national and international level.

This is an unpaid internship, though interns will have compensation in the form of performance tickets.

Interns must be available at least 15 hours per week, from now through May.

Please specify in e-mail subject which internship you are applying for.

Publicity Intern

Responsibilities Include:

- Assistance with digital archiving
- Assistance with gathering client materials (publicity reports and updates, etc)
- Handling press requests
- Assembling press kits
- Answering phone calls / interacting with managers and artists
- Daily monitoring of news services
- Proofreading materials for external communications

Qualifications:

- Highly organizational
- Well developed editing and proofreading skills
- Heavy attention to detail
- Personable and positive attitude
- Proficiency in: Microsoft Office, Social Media (Facebook, Twitter, etc.)
- Knowledge of Photoshop, a plus
- A love for all things New York arts—especially performing arts and dance

*Please send resume and a writing sample to eja@ejassociates.org

Journalism Intern

Responsibilities Include:

- Assistance in researching materials for writing press releases for clients
- Proofreading press releases
- Handling press requests
- Daily monitoring of news services
- Assistance in tailoring social media strategies to client's unique needs

Qualifications:

- Highly developed writing and editing skills
- Heavy attention to detail
- Personable and positive attitude
- Proficiency in: Microsoft Office, Social Media (Facebook, Twitter, etc.)
- Enthusiasm about all things New York arts—especially the performing arts and dance

*Please send resume and a writing sample to eja@ejassociates.org

Digital Media Intern

Responsibilities Include:

- Assistance in researching materials for writing press releases for clients
- Proofreading press releases
- Handling press requests
- Daily monitoring of news services
- Assistance in tailoring social media strategies to client's unique needs

Qualifications:

- Highly developed writing and editing skills
- Heavy attention to detail
- Personable and positive attitude
- Proficiency in: Microsoft Office, Social Media (Facebook, Twitter, etc.)
- Enthusiasm about all things New York arts—especially the performing arts and dance

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