

Public Relations Intern

Proenza Schouler (/Companies#/Companies/11999919428854)

 New York - NY (United States)

 Internship

 1 day ago  Apply by: 01/08/2021, 5:30pm EST

The Public Relations Intern will support the PR team in all aspects of their day-to-day responsibilities. Tasks may include assisting with any of the following:

Tasks and Responsibilities:

- Assists and supports the Public Relations department as directed by carrying out administrative assignments accurately and in a timely manner as directed.
- Facilitation of package delivery: coordinating messenger services, as well as national and international shipping.
- Placement overview: tagging magazines, preparing weekly credit packages and maintaining placement reports.
- Assist with showroom maintenance and upkeep of all product closets.
- Assist in the maintaining accurate product inventories.
- Assist department with other tasks, i.e. scheduling appointments, preparing events, etc.
- Assist with special projects and market research as needed.
- Prepare a semester long research report for the department about aspects of the PR field.

Skills and Competencies

- Ability to take initiative and work independently at times.
- Excellent organizational skills and attention to detail.
- Ability to learn quickly when facing new problems.
- Ability to quickly learn to operate all equipment and programs necessary to perform the job.
- Fashion GPS, Microsoft Office, Adobe Creative Suite.

Requirements:

- Ability to communicate in a clear and concise manner.
- Ability to work under rigid timelines.
- Strong time management and organizational skills with a sense of priority.
- Excellent interpersonal skills.
- Ability to multitask and show flexibility due to change in business demands.

Job Details

Preferred Years of Experience

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Interview Format

Video Conference Interview

Work Auth Requirement

All Work Authorizations Accepted

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Internship



Industry

Public Relations and Communications

Job Function

Communications - Public Relations

Job Dates

Application Begins On

11/09/2020, 7:00am EST

Application Deadline

01/08/2021, 5:30pm EST

Anticipated Job Start Date

01/06/2021

Application Information

Application Method(s)

Apply via Email: cmccconnell@proenzaschouler.com (mailto:cmccconnell@proenzaschouler.com)

Application Documents

Resume (Required)

Cover Letter (Optional)

Portfolio (Optional)

Eligibility

The criteria below determines who can view and apply.

Student Group

Current Students

College/School

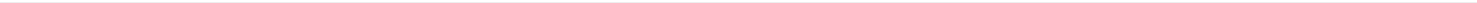
Parsons School of Design, Lang/Parsons BA/BFA

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Degree Level

Senior, Junior, Bachelor's, Associate's



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