



# INDIANA STATE FAIR

## Communications/Public Relations Intern

**Job Description:** As the Communications/PR intern, you will have duties focused on public relations and community engagement as it relates to the Indiana State Fairgrounds and the Indiana State Fair. You will coordinate assigned projects, adding your own ideas and creativity, to enhance PR and marketing efforts for this exciting family event. This position will provide real world work experience working with state-wide media outlets and community partners both independently and as part of a team.

Duties Include but are not limited to:

- Writing press releases and articles
- Pitching stories to media and staff
- Attending Community Engagement events as a representative of ISF
- Monitoring and reporting media clips and assisting with media credentials
- Updating media database
- Reporting on State Fair events
- Assisting statewide media
- General office administrative duties
- Photographing events and facilities

Requirements:

- Interest in public relations/journalism
- Interest in Community Engagement
- Press release writing experience
- Knowledge of AP style
- Experience with social media
- Good verbal and written communications skills
- Team player
- Ability to handle independent projects to completion
- Detail-oriented work ethic

Internships begin in May/June. Interns are required to stay through the duration of the State Fair, August 7<sup>th</sup> -23<sup>rd</sup>. Internships are 40 hours per week with extended hours during the Fair and as media inquiries demand.