



## Public Relations Internship in Ireland

ID: PUBREL1

This company is a communications consultancy which provides strategic cross platform media solutions to clients from all sectors. Their services include PR, Advertising, Digital and Social Media solutions, Video and Audio Production, Media Training and Event Management.

Located just minutes from St. Stephen's Green in Dublin's city centre, the consultancy has a fully equipped broadcast studio on-site which allows them to provide media training and presentation training courses, produce radio ads, produce videos and podcasts and also provide recording, narration and voice over facilities.

They have a vacancy for an extremely motivated intern who would embrace the opportunity to secure valuable work experience in a very busy agency environment.

The intern would join their very tight knit team of eight passionate professionals and work on a diverse portfolio of corporate and consumer clients.

### Key Responsibilities:

- Answering telephone, greeting guests etc
- Daily news clippings – mounting, scanning and mailing to clients, filing
- Filing newspapers and magazines
- Setting up boardroom for meetings and training requirements
- Newspaper collection each morning
- Media monitoring, as required
- Binding client coverage books / training books
- Assisting at external events, such as photoshoots etc, as required
- Working with internal mentor to work on developing following skills:
  - Writing exercises including press releases, diary notices and photoshoot notices
  - Compiling media lists
  - Engaging in media ring-rounds for clients
  - Contributing to regular brainstorming sessions for creative ideas for clients
  - PR / Advertising Cost Comparison compilations
- Other administration and ad-hoc duties as required

### Work Hours:

- Monday to Friday - 9am to 5.30pm
- Lunch time - 1 to 2 pm

### Interested candidates should:

- Have a **primary qualification** in a PR, advertising or marketing related discipline
- Be **genuinely interested** in PR, advertising, marketing and audio / video production
- Have **an excellent eye for detail**
- Be prepared to **go the extra mile**

- Possess a **hardworking and professional work ethic**
- Very strong **verbal, written and aural communications** skills
- Ability to **work independently within a team environment**

**Location:** Dublin Ireland

**Start date(s):** Rolling start date

**To apply:** Type the Internship code in the “Ireland Pre-Defined Placement ID Code” box on the Ireland Options Questionnaire in your application.

<https://www.international-internships.com/?go=ireland>