THESILVERMANGROUP INC.

The Silverman Group boutique arts PR firm seeking PR Intern
Summer 2013 – beginning in May
Part-time 20+ hours per week
Deadline: April 1, 2013

The Silverman Group, Inc. (TSG), located at 213 Institute Place in downtown Chicago, is a boutique public relations firm serving arts and leisure clients. TSG provides media relations and promotional expertise to a diverse base of clientele including: American Players Theatre, Chicago Dancing Festival, Chicago International Movies & Music Festival, Chicago Loop Alliance, Chicago Public Media, Chicago Sinfonietta, City Winery Chicago, Facing History and Ourselves, The Gift Theatre, The Joffrey Ballet, Luna Negra Dance Theater, Music Box Theatre special projects, The Renaissance Society and TBS Just For Laughs Festival.

The primary function of the TSG intern is to assist in the overall success of operations at the company. Because this is a boutique firm, all members of the team are expected to pitch in wherever needed. As an intern, you have the unique opportunity to be exposed to every facet of the activities at a full-service public relations agency. Interns will have the opportunity to participate in administrative duties, media contact, writing, promotional planning, event facilitation, market research, writing and more! The Silverman Group is looking for students pursuing a career in public relations, communications or arts management who are willing to immerse themselves in the fast-paced work environment and give it their all.

Responsibilities may include: covering phones as appropriate, updating the master media database, compiling lists for pitching, researching and updating arts-related websites and ensuring TSG clients are represented, working with Account Executives to create calendar announcements and press releases as well as subsequent distribution, compiling press kits, distributing media alerts and following up with appropriate media as directed by Account Executives, assisting at events, participating in media activities and client meetings (as appropriate), and providing general support as directed.

Internship Requirements and Compensation

Required hours per week:	20 hours minimum
Length of internship:	3 months minimum, 6 months maximum
Start date:	May 2013 (date negotiable)
Stipend:	Unpaid internship, but school credit as applicable

Interested? Please email a cover letter, resume and two writing samples to Elizabeth Neukirch at elizabeth@silvermangroupchicago.com no later than April 1, 2013. Interviews will be offered on a rolling basis beginning immediately. No phone calls, please.