



## Imagination Station Public Relations & Communications Intern - Unpaid

We realize that the best and brightest students are seeking high quality learning opportunities through hands-on learning experiences. Imagination Station is offering such an opportunity to highly motivated individuals as a part of our marketing team. Through this unpaid internship, you can gain solid, real-life experience and become actively involved in many levels of public relations and communication. You'll gain an expanded skill set, show proven results, greater understanding of what it takes to be successful in the current business environment and a greater sense of confidence in your abilities. Most importantly, you'll have fun building a solid foundation on which to successfully launch your career.

### Public Relations/Communications

- Assist with developing, writing and distributing approved press releases
- Assist with researching additional PR opportunities, including article submissions and letters to the editor
- Support Imagination Station's efforts to establish and maintain relationships with the media and key influencers by researching potential partners and building contact lists.
- Track, log, and compile media performance
- Assist with creating, building and distributing press kits
- Assist with posting logos and organizational summaries to industry related web sites and publications
- Assist with finding and completing appropriate award entries
- Provide creative ideas and plans to support overall public relations, digital media and marketing efforts
- Use our content management system and update the Imagination Station website
- Provide general support to the Marketing team when necessary

### Requirements

- Exceptional verbal and written skills are a must with the ability to work effectively under deadlines
- Comfortable talking to visitors about upcoming events and get them engaged in our activities
- Always have a professional approach when working on projects, emails and phone calls
- Comfortable working in a group setting and the ability to work on projects on your own
- Must be able to lift up to 25 lbs
- Work from 9am - 5pm at least two days during each work week or 4 half days Monday through Friday for a minimum of 16 to 20 hours a week
- Receiving college credit for the internship
- A valid driver's license and the ability to pass a drug and background check

Please send your resume and a cover letter explaining why you are a good fit for the position to Leslie Roth, HR Coordinator, at [LRoth@ISTscience.org](mailto:LRoth@ISTscience.org).