



Internship Description

Job Title: Public Relations & Marketing | Communications Intern

Summary:

Houston Ballet offers exciting internship opportunities to both undergraduate and graduate students throughout the year on an ongoing basis. The Marketing & PR Intern will have the opportunity to gain experience in many aspects of Houston Ballet's Marketing department. The intern will work under the direct supervision of the **PR Manager**; every effort is made to assist the intern in building strong professional skills. All internships are unpaid and offer flexible hours to accommodate school or work schedules.

Knowledge and Skill Requirements:

- An organized and enthusiastic person studying any major related to the internship
- Excellent writing and verbal communication skills, acute attention to detail and the ability to work independently are required.
- Dance knowledge appreciated but not required

Duties

- Assist with public relations efforts, including coverage generation, logistics, and tracking
- Assist in the organization, upkeep and optimization of Houston Ballet's website
- Coordinate benchmarking research and projects as assigned
- Work with Public Relations staff to sort and archive press activity
- Coordinate the on-going digitization of Houston Ballet's press materials
- All other duties as assigned

Additional Information:

- Houston Ballet Internships are paid \$15/hour, made possible by the ExxonMobil Community Summer Jobs Program.
- Monday – Friday, 35 hours a week in person
- Must be a college or university student entering their sophomore, junior, or senior year

To Apply: Please send your cover letter and resume to hr@houstonballet.org