City of Austin

Media Relations Internship-Fall 2013

City of Austin Communication & Public Information Office

Job Description:

City of Austin officials are currently reviewing internship candidates who will work with the media relations team, a division of the Office of Communications and Public Information at Austin City Hall (301 W. 2nd). This office handles media relations for the City of Austin Executive team, including the City Manager's Office, and various departments.

City of Austin communication internships meet requirements for class credit with most university programs. There are unpaid positions as well as a very limited number of paid positions available. Typically, interns work a minimum of 12 hours a week (and up to 20 hours a week) in four-hour (minimum) blocks of time which are flexible Monday through Friday, 8:30 a.m. to 5:30 p.m. Attendance at a weekly staff meeting may be required along with the ability to work two council meetings during the semester (Council Meetings are held on Thursdays, beginning at 10 a.m. and often extend into the evening hours). It is essential for the selected student to commit to the internship for an entire semester. Additionally, individuals selected for an internship may not concurrently hold a position with a news media outlet.

Interns perform such tasks as answering public and media calls; assisting with media-related data entry; assisting with and possibly taking the lead on project management, including city events; writing, editing and distributing news releases and performing other administrative duties. Because of the fast-paced work environment, rest assured that the intern will not be getting anyone coffee.

In addition to exposure to a professional and high-speed government communications office, the intern receives free parking in the City of Austin parking garage, free admission to City swimming pools, the ability to participate in the City wellness program and other employee perks.

About the City of Austin:

Over 13,500 employees work for the City of Austin, the nation's 13th largest city. The organization is dedicated to becoming the "Best Managed City" while maintaining an environment dedicated to attracting, motivating and developing qualified, diverse and productive employees.

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Reasonable modifications and equal access to communications will be provided upon request.

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Qualifications:
These intern positions offer real world, hands-on experience for the right individual. Most interns are dependable undergraduate seniors or graduate students studying communication, public relations, political science, public affairs or a related field. The ideal candidate will have strong writing skills, be familiar with AP writing style, will not be intimidated by members of the media and daily media contact, be highly motivated, have solid professional phone and e-mail conduct, be well-organized and willing to learn and take direction from experienced professionals.

Application:
The intern application deadline for the Fall 2013 semester is Monday, August 5, 2013 at 5:00 p.m. (Interested applicants are encouraged to submit materials early as the City of Austin reserves the right to fill positions prior to this date).

Applicants should send a single e-mail with:

- A cover letter (Please mention if you would be most interested in either an internship for school credit OR a paid internship)
- Resume
- Letter of recommendation (The letter of recommendation should be from a previous employer or internship supervisor. If such a letter is not available, a letter from a professor will be sufficient)

Send to Pamela Renteria at pamela.renteria@austintexas.gov.

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