

## Public Relations & Event Planning Internship

Arizona Citizens/Action for the Arts

[www.azcitizensforthearts.org](http://www.azcitizensforthearts.org)

&

Ear Candy

[www.earcandycharity.org](http://www.earcandycharity.org)

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**Dates:** May 2009- August 2009

Internship may be extended into the Fall

**Hours:** Total of 160 work hours. Schedules are flexible

**Compensation:** Unpaid. Benefits may include personal career mentoring, as well as complimentary registration for special events. You may be eligible for University credit for your internship (course/credit must be identified and arranged by intern with counsel from his/her university advisor).

**Location:** Arizona Citizens Action for the Arts office: 514 West Roosevelt Phoenix Arizona, 85003, On the North West corner of 5<sup>th</sup> avenue and Roosevelt.

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### Job Summary:

Under the direction of Arizona Citizens for the Arts (AzCA) and Ear Candy, the intern will be responsible for assisting with the development of ongoing summer music series in downtown Tempe. With the support of these two organizations, the intern will actively participate in the public relations of concert productions and non-profit organizations. They will experience, first hand, how to accurately market and showcase an event and organization through social networking, media outlets, and partnerships.

### Essential Functions:

1. Draft press releases that will be sent to various media sources.
2. Compose letters, emails, media alerts and other announcements.
3. Actively participate behind the scenes of the concerts
4. Assist in follow up public relations after an event.

### Physical Requirements:

While primarily office based, this position may require sitting for extended periods of time, lifting up to 20 pounds, and in cases of special events, the ability to stand or sit for extended periods of time. Some bending and stretching may be required.

**Application Process:** Please review and make sure you meet the criteria before applying. To apply, please submit the following:

1. Application: [www.azcitizensforthearts.org](http://www.azcitizensforthearts.org) under "contact us"
2. Resume
3. Personal Statement: this is a statement that is no longer than 500 words that explains why you are interested in working for Arizona Citizens Action for the Arts. Explain why you have chosen to apply for the specific internship.

Tell us your experience (if applicable) as well as what you hope to achieve from this internship.

Any applications missing any of the above material will not be considered. Please send the above material in ONE envelop to the following address:

**ATTN:** Internships  
514 W. Roosevelt  
Phoenix, Arizona 85003

Or you may email you application (in on email), to [admin@azcitizensforthearts.org](mailto:admin@azcitizensforthearts.org), subject line: Internships

Upon receipt of application, we will send you an acknowledgement email to the account you provide us. Internships are primarily based on your personal statement as well as the recommendation letters. Interviews are required for all finalists. Arizona Citizens Action for the Arts will notify all applicants of the final decision to either offer or decline an internship. We will be accepting applications until May 11<sup>th</sup>.

For any additional information please contact:  
[admin@azcitizensforthearts.org](mailto:admin@azcitizensforthearts.org) or call 602-253-6535

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**Arizona Citizens for the Arts**

Arizona Citizens for the Arts is the premier arts advocacy organization in Arizona dedicated to the mission of discussion and awareness of the importance and impact of the arts in achieving quality of life, educational excellence and economic health for all Arizonans and Arizona enterprises. For information visit [www.azcitizensforthearts.org](http://www.azcitizensforthearts.org)

**Ear Candy**

Ear Candy Productions is devoted to creating, developing and sustaining music programs for kids by support in school programs, collecting and distributing instruments in pre-established programs, and creating after-school programs where no music program exists. For more information visit [www.earcandycharity.org](http://www.earcandycharity.org)