Paid PR and Marketing internship

**Purpose:**
The purpose of this position is to teach interns about the field of public relations and marketing, and to help acclimate them to the demands of the profession while working in a business atmosphere. Each intern will receive hands-on, real-world experience as they team up with ‘Saxumites’ on projects such as: public relations, social media and media campaigns, project planning, research and intelligence gathering, writing, brand development and many others. Saxum interns are invited to join client account teams and to work alongside senior public relations practitioners.

**Qualifications:**
Applicants should be juniors or seniors with a background in public relations, journalism, marketing, communications or broadcast journalism. Applicants should exhibit strong writing, organizational and interpersonal skills as well as show an interest in current events, government and issues pertinent to Oklahoma.

**Job Description:**
Conduct research and maintain databases on a variety of projects. Examples include maintaining media lists, tracking media results, maintaining resource library and conducting online research. Significant Internet research will be required.

Participate in staff meetings to brainstorm ideas for current and potential clients. Attend regular client team meetings.

Assist staff in a variety of client projects. May include background research, planning and coordinating special events, news conferences and seminars, writing press releases and other collateral material and collaborating on creative concepts to meet the client’s needs.

Develop social media content and assist in social media campaigns alongside Saxum social media managers.

Other duties as assigned.

**To Apply:** Send a cover letter, resume and two writing samples to Sara Walker via email at swalker@saxum.com. Please note if you are applying for the Oklahoma City office or the Tulsa office.

**Hours:**
Approximately 15 - 25 hours per week

**Deadline to Apply:**
Saxum hosts three classes of interns per year in both our Oklahoma City and Tulsa offices. Deadlines for each group are as follows:

Spring internship deadlines are Oct. 15 of each year.
Summer internship deadlines are April 1 of each year.
Fall internship deadlines are June 15 of each year.

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