



## **SPRING 2019 Public Relations Internship Opportunity**

**WHO:** Baysinger Architects

**WHERE:** 401 North Market, Marion, Illinois

**WHEN:** SPRING 2019

**WHY:** Earn valuable resume building experience with a fun, small, dynamic architectural firm

**HOURS:** 5-15 hours per week during the Spring Semester. Note this is a non-paid position that will be awarded school credit per your department if applicable.

**STIPEND:** This position will pay \$50 per month for fuel.

### **About Baysinger Architects:**

Baysinger Architects is a full service architecture firm with specialization in educational, commercial, municipal and public sector marketplaces. Started in 2005 the firm employees 15 individuals that have managed, designed and built over 150 projects in the 5 state area. Our website is [www.baysingerarchitects.com](http://www.baysingerarchitects.com).

### **Job Summary:**

The intern will assist with the creation and implementation of the annual public relations and marketing plan for the firm. Assisting the Director of Marketing you will have the rare opportunity to impact the creation of these plans. In addition to assisting in the creation of the plans, you will also be directly involved in the implementation and management of the plans.

### **Responsibilities:**

Included but not limited to the following

1. Assist with developing annual marketing and public relations plan
2. Assist with developing, writing and distributing press releases locally and regionally
3. Assist with developing and implementing social media and related community outreach
4. Assist with planning and execution of special events and related company activities as needed
5. Assist with newsletters and related communication pieces to various client groups with firm
6. Provide marketing support to a number of charitable groups and events

### **Knowledge, Skills and Abilities**

1. Positive and cheerful personality, we have fun at our job
2. Computer savvy , you can make words come to life with the stroke of a few keys
3. Curious minded, we are and would like someone that is always thinking