

PR Internship

Organization Name

Birdsall Voss & Assoc. (bvk)

Job Title

Internship

Geographic Area

Southeast Wisconsin

Job City

Milwaukee

Job State

WI

Website

<http://www.bvk.com><<http://www.bvk.com/>>

Organization Profile

Birdsall Voss & Assoc. (bvk) is a nationally-recognized advertising and marketing firm located in Milwaukee. We offer a full spectrum of services including Marketing, Account Service, Creative, Research, Branding, PR, Graphics, Media, Strategic Planning and Pre-Press for travel and leisure, luxury and consumer products, education, and healthcare clients. We are an equal opportunity employer.

Job Overview

An ideal position for a pro-active, confident, enthusiastic, motivated individual who has proven ability to create organization and maintain excellent workflow; can work in a face-paced environment; has effective project management, leadership, interpersonal, and motivation skills; detail-oriented; and can serve as project manager. This position requires being a college senior or recent graduate, or similar, experience.

Job Description

An Intern assists with the PR team to develop and apply of strategic imperatives and develop creative strategy briefs based on client guidelines. The Intern assists with research activities and applies understanding gained through research; serves as support for assigned clients with supervision; assists to ensure projects are completed within budget and on schedule; maintains client and project files; supports all project tasks, working with creative, media and other departments and vendors; reviews and proofreads all creative materials; and assists with presentation creation.

Job Qualifications

Studies towards a Bachelors Degree in Marketing or Mass Communications. Experience with Microsoft Word, Excel, Outlook and PowerPoint required. Experience using internet for secondary research activities.

Excellent written, verbal, proofreading, and organizational skills. Media relations experience, including print, broadcast, outdoor, direct marketing preferred. Self-starter who can truly work independently is a must. Minimum 1-2 prior internships required.

Compensation & Benefits

Paid internship. Casual/fun, fast-paced working environment.

How to Apply

Send resume to: BVK Human Resources, 250 W. Coventry Ct., Suite 300, Milwaukee, WI 53217 – marym@bvk.com<<mailto:marym@bvk.com>> – or 414-228-7561 fax. We will contact candidates who best fit our requirements.

For spring 2008 all submissions must be received by February 1, 2008.