



MartinGray PR, LLC

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PR INTERN

Responsibilities

MGPR Interns will learn to conduct the following:

- Research, write/edit and create layout for news articles, press releases and newsletters for a portfolio of clients
- Draft articles and biographies
- Build relationships with location media
- Create interview preparation materials
- Prepare media and press kits for upcoming events
- Compile contact and media lists
- Communicate with publications including magazines, online radio stations and any other media outlets
- Keep up with industry developments and bring new ideas to the table regularly
- Contribute to strategic planning process and large scale campaigns