

Media Relations Internship - Spring 2019

City of Austin Communications & Public Information Office

The City of Austin is searching for a Spring 2019 student intern who has innovative ideas, experience with social media, great communications skills, and a desire to work in a fast-paced government environment. The Media Relations Internship runs January to May and gives students the opportunity to work directly with the media relations team in the Communications and Public Information Office (CPIO). The media team's primary role is to support the City of Austin's Executive team, including the City Manager's Office, in Austin's City Hall (301 W. 2nd St.).

Daily tasks include:

- Answering public and media calls;
- Assisting with media-related data entry;
- Assisting with and possibly taking the lead on project management, including city events;
- Preparing communications materials for Council and other meetings;
- Writing, editing and distributing news releases; and
- Performing other administrative duties.

There are both paid and unpaid positions (for class credit) available. Interns will work a minimum of 12 hours/week with a maximum of 20 hours/week, during the hours of 8:30 a.m. - 5:30 p.m. In addition, interns may not concurrently hold a position at a news media outlet while with the City.

Intern benefits include:

- Free parking in the Austin City Hall parking garage;
- Free admission to City swimming pools;
- Free CapMetro transit pass;
- The ability to participate in the City wellness program; and more.

Ideal candidates are dependable, current undergraduate or graduate students who have strong writing skills, are familiar with AP writing style, confident interacting with members of the media and daily media contact, highly motivated, have solid professional phone and e-mail conduct, are well-organized and willing to learn and take direction from experienced professionals.

To apply, send a single e-mail to Andy Tate at andy.tate@austintexas.gov with:

- A cover letter (Please mention if you would be most interested in either an internship for school credit OR a paid internship.)
- Resume
- Writing sample (Less than 5 pages)

The application deadline is **5:00 p.m., Friday, October 19.**

[About the City of Austin](#)

Over 13,500 employees work for the City of Austin, the nation's 13th largest city. The organization is dedicated to becoming the "Best Managed City" while maintaining an environment dedicated to attracting, motivating and developing qualified, diverse and productive employees. The Communications and Public Information Office fosters positive relationships with local and national media, and provides timely, proactive and responsive information to media inquiries; creates opportunities for the community to engage in the decision-making processes of the City of Austin; and actively promotes City projects, programs and initiatives.