



PR/Press Intern

Position: Remote PR/Press Intern - Freelance

Location: Fully Remote/Off-site

Status: Freelance

Estimated Duration: Ongoing

Starts: Within a Couple Weeks

Compensation: DOE

****Please note: This is a part time role estimated to be about 5- 10 hours per week! This role is fully remote. You must be able to work off of your own equipment!****

Description:

The Feels is seeking highly motivated, detailed oriented, and ambitious individuals who are passionate about Arts and Community, to help plan, promote, and execute upcoming events + strategic initiatives. Interns can expect to gain experience in art showcases, event planning, fundraising, and non-profit community led projects. The ideal candidate would be able to commit 5-10 hours of remote work per week. Dates/times are flexible, as well as internship start and end dates, and can be arranged around the individual's schedule.

The PR/Press Intern will be responsible for:

- Press releases for upcoming events
- Community engagement and seeking potential opportunity
- Announcements on website and social channels for programs
- Call to artists for showcases or programs
- Ensuring brand design standards are upheld, style guide is adhered to and all assets remain on brand
- Meeting weekly with the internal team to discuss projects and priorities as well as review feedback

The ideal PR/Press Intern must:

- Have at least some experience in PR/Press
- Attention to detail
- Be willing to execute on specific tasks and take direction and feedback from the internal team
- Have excellent interpersonal skills, with the ability to clearly express yourself to internal stakeholders
- Enjoy working in a collaborative environment and be a team player

- Have strong written and verbal communication skills
- Be able to balance multiple projects at the same time

Qualifications:

As a remote position (and occasionally on site for events), all applicants must have their own working computer to perform this internship. The ideal candidate is passionate about art, community, detail-oriented, creative, eager to learn, and a self-starter. Additional qualifications include:

- Excellent written and oral communication skills
- Proficiency in Adobe CC (InDesign, Illustrator, Photoshop and others)
- Proficiency in MS word, excel, and powerpoint
- Knowledge of social media channels: Instagram and Facebook
- Familiarity with Mailchimp and email automation
- Commitment to our mission

Our organization has a hyperfocus on serving the BIPOC community. We strive to create a safe and inclusive space for our team and the artists we represent. If you believe this will be a good fit for you and meet the criteria, please reply directly to this email:

careers@thefeelsfoundation.org with a link to your portfolio and attach your resume. Tell us why you are qualified for this opportunity (2-3 bullet points, including your strengths/skill set as they pertain to this role), and let us know your availability to interview or start.

We apologize in advance if we're unable to connect with you in person regarding this position. We get quite a few responses, but we are committed to reviewing and evaluating each applicant's qualifications.

Best wishes!

The Feels
1143 MLK Jr. Way, Mailbox 14
Seattle, WA 98122

View additional job opportunities at www.thefeelssea.com/careers